



SUTHERLAND

PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS*Date : *19/12/18*Dear *AARON JOSEPH MEYN (B.COM)*

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

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- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
45-A, Velachery Main Road
Vijayanagaram
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884
CIN: U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN CAS,

Date : 19/12/18

Dear YARSHINI.S. (B.COM),

Congratulations!!!

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PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN CAS

Date : 19-12-18

Dear WYNFORD (BCOM GEN)

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SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRILIAN CAS,

Date : 19/12/18

Dear SUMITHRA V. (BSC CE),

Congratulations!!!

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SUTHERLAND

PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS,*Date : *19/12/18*Dear *SHYAMA MOL S. (BSC CS),*

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A.K. p. kavi
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SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: PATRICIAN COLLEGE OF ARTS & SCIENCE Date: 19-12-18

Dear SHARON NITHYA PRIYA (BCOM GEN)

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN COLLEGE OF
ARTS & SCIENCE

Date : 19-12-18

Dear SARANYA (BCOM CS)

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PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS*Date : *19/12/2018*Dear *SANGEETHA M (ENGLISH)*

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Campus Name : PATRICIAN CAS,

Date : 19/12/18

Dear SAMANTHA. S. (BSC MATHS),

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Campus Name : PATRICIAN CAS

Date : 19-12-18

Dear RUBY VELANGANNI (BCOM)

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PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS*Date : *19/12/18*Dear *ROHITH RANGARAJ (BCOM)*

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PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS,*Date : *19/12/18*Dear *PREM KUMAR . K. (Bcom Cs),*

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PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS,*Date : *19/12/18*Dear *NIVEETHA.H.(BLM),*

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PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS*Date : *19/12/18*Dear *MARIA JACKSON CH (BBA)*

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PROVISIONAL OFFER LETTER

Campus Name : PATRICIAW COLLEGE OF Date : 19-12-18
ARTS & SCIENCE

Dear MAHALAKSHMI N (BCOMCS)

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Campus Name : PATRICIAN CAS,

Date : 19/12/18

Dear KISHORE KUMAR. B. (BCA),

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PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS*Date : *19/12/18*Dear *KEERTHIKA N (BBA)*

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SUTHERLAND

PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS*Date : *19/12/18*Dear *KAMALESH KUMAR L.J (PSY)*

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

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- 10 Passport size photographs
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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
45-A, Velachery Main Road
Vijayanagaram
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884
CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN CAS

Date : 19-12-18

Dear JASPER ONESIPHORUS (B.A)

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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TelNo:+91.44.4391.7884
CIN:U72200TN2000PTC045578

**PROVISIONAL OFFER LETTER**Campus Name : *PATRICIAN CAS*Date : *19/12/18*Dear *HEMALATHA N*

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CIN: U72200TN2000PTC045578

**SUTHERLAND****PROVISIONAL OFFER LETTER**

Campus Name : Patrician College of Arts and Science Date : 1/22/2019

Dear Devi Geetha Sg - B.Com (Non Voice)

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884
CIN: U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS*Date : *19/12/18*Dear *DION TERENCE JAMES (BBA)*
Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN CAS,

Date : 19/12/18

Dear DHANUSHREE.T. (BLOM 18),

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578

**SUTHERLAND****PROVISIONAL OFFER LETTER**

Campus Name: PATRICIAN COLLEGE OF
ARTS & SCIENCE

Date: 19-12-18

Dear BHARATHY M (BSC MATHS)

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS*Date : *19/12/18*Dear *BHARATH KUMAR (COMPUTER SCIENCE)*

Congratulations!!!

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With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN COLLEGE OF
ARTS & SCIENCE

Date : 19-12-18

Dear AROKIYA JENSI S (BSC MATHS)

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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SUTHERLAND

PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS*Date : *19/12/18*Dear *ANTOINET NIVADHA (CBBA)*

Congratulations!!!

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CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS,*Date : *19/12/18*Dear *ANITHA M. (BSC CE),*

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CIN: U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS*Date : *19/12/18*Dear *ANGELINE GLORY JESSY G (BSc CS)*

Congratulations!!!

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With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Patrician College of Arts and Science Date : 1/22/2019

Dear Aletheia Lyons - B.Com (Non Voice)

Congratulations!!!

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With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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SUTHERLAND

PROVISIONAL OFFER LETTERCampus Name : *PATRICIAN CAS*Date : *19/12/18*Dear *ALIASGAR KUTBUDDIN SAKARWALA (BSc CS)*

Congratulations!!!

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CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN CAS

Date : 19-12-18

Dear ABINAYA (BSC MATHS)

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SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRILIAN CAS,

Date : 19/12/18

Dear YAZHINI PARASURAMAN (BLOM),

Congratulations!!!

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With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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CIN:U72200TN2000PTC045578

18-03-2019

**Saranya S
Chennai**

Subject: **LETTER OF OFFER**

Dear Saranya,

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Information Retrieval Officer**. You will be on probation for a period of six months from your date of joining which will be on or before **22-04-2019**.

The annual compensation calculated on Cost to Company will be **INR 192000/-**.

Your place of posting will be **Chennai**.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

You are requested to sign a copy of this letter as a token of acceptance.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Vinay Kurella

Head - Human Resources, Chennai

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Saranya S	
Department	Voice Ops	
Grade	G12	
Designation	Information Retrieval Officer	
Effective Date	22-04-2019	
CTC	192000/- per annum	
Pay structure	Monthly	Annual
Fixed Components		
Basic	4800	57600
House Rent Allowance (HRA)	2880	34560
Departmental Allowance	2000	24000
Desk Allowance	2000	24000
Personal Allowance	1772	21264
Salary (C1)	13452	161424
Statutory Components		
Employer PF Contribution	576	6912
Employer ESIC Contribution	639	7668
Benifits(c2)	1215	14580
Reimbursements		
Sodexo		0
Conveyance Reimbursement		0
Fuel Reimbursement		0
Reimbursements(c3)	0	0
Statutory Bonus	1333	15996
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	16000	192000
Deductions		
Employee PF Contribution	576	6912
Employee ESIC Contribution	236	2832
Total Deductions (b)	812	9744
Net Take Home {a - b - C2}	13973	167676
Total CTC	16000	192000

* **Net Take Home** is subject to tax & other applicable deductions basis individual's salary structure.

Yours sincerely,

For Just Dial Limited

Vinay Kurella

Head - Human Resources, Chennai



Tue, 26 Feb 2019 2:22:50 PM +0530 SENT

To "Daniel I" <daniel@sundaramholdings.in>
Cc "Subramanian L P" <subramanian.lp@sundarambpo.com>, "Anandhi A" <anandhi.a@sundaramholdings.in>, "principal" <principal@patriciancollege.ac.in>, "jobaldham" <jobaldham@gmail.com>

Hello Daniel,

Thank you for sharing the selected students.

Regards,
Jaculine

--- On Fri, 22 Feb 2019 19:36:17 +0530 Daniel I <daniel@sundaramholdings.in> wrote ---

Hi Jaculine,

Pls find below the listed of candidates who has selected for the various process,

Highlighted candidates were not attending the interview, hence we would not share the status of them.

The salary will be between 13000CTC to 14000 CTC. The DOJ will be confirmed by us shortly.

Sorry for the delayed in response sending mails, as I was out of office.

S.No	Name
1	Aparnasri R
2	Monika L
3	Maria Brigitta S
4	Mahalakshmi N
5	Sumeer S
6	Dhanushree T
7	Keerthika
8	Tharun Kumar K
9	Felix Anthony Lewcock



10	Venkatesh S
	Deepak Amalanathan
11	M
12	Anu A
13	Pragatheswari L
14	Selvakumar K
	Syedali Fathima
15	Parveen
16	Sharon Nithya Priya S
	Yazhini Parasuraman
17	P K
18	Aaron Joseph Meyn
	Moulana Mansoor
19	Ahmed N

Regards

Daniel

Mobile : +91 9445569282 | Landline : +91 4428262942

Email : daniel@sundaramholdings.in



SUNDARAM FINANCE HOLDINGS



Date: May 08, 2019

Venkatesh

Congratulations to you!

Further to our selection process, we are pleased to make a provisional offer as Associate

Terms and conditions:

1. Your initial place of work would be CG Road.
2. You will be on probation for a period of **Six Months**. The probation period can be extended at the discretion of Management on grounds of your performance and code of conduct.
3. You are requested to join on **May 08, 2019**, failing which this offer letter would be null and void.
4. Your appointment is subject to termination, by giving **fifteen days'** notice on either side or **fifteen days gross salary** in lieu of notice. A note any delegate fees / training expenses including those involving overseas travel costs that have been incurred on your behalf by the company would be recovered from you, should you leave the company's service within a period of **12 months** from date of joining.
5. Appropriate Income Tax will be deducted on salary and benefits. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.
6. This offer of employment is being made considering the facts and information submitted by you in the SFHL application form about your academic credential, compensation and work experience. Any deviation to the foresaid data would lead to disciplinary action.
7. SFHL may conduct a reference check either directly or through an appointed agency on your educational qualification / certification, previous employment, character and conduct as specified by you in the application form.
8. The appointment letter issuance is subject to your successful completion of training, certification and background verification (wherever applicable).
9. You shall sign the Non-Disclosure Agreement, Company's Information security and physical security policy and you shall be bound by the terms and conditions mentioned therein.
10. Salary for training days will be paid only upon certification (if applicable).
11. Salary annexure is enclosed with this offer letter.

Please sign and return a copy of this letter as a token of acceptance.

Best Wishes

Declaration:

I have read and understood the above provisional offer and hereby accept the same.

Signature of the candidate:

Date:

Place:

Please report on May 08, 2019, CG Road, Chennai, at 9.00am and bring copies of the following testimonials/certificates at the time of reporting along with originals. Original certificates will be returned to you after verification.

List of documents to be submitted:

1. ID proof & Address Proof (Pan Card, Passport, Driving License, Voter Card, Bank Pass Book with Photo etc)
1. Proof of age (HSC or equivalent certificate)
2. Certificates - Mark sheets, Degree certificate(SSLC, HSC, Degree / Diploma)
3. Certificates of your past experience, including certificate from your last employer (if applicable).
4. 5 passport & 2 Stamp size color photographs

Annexure

Strictly Confidential

NAME :	Venkatesh	
DESIGNATION(GRADE):	Associate - 14	
SALARY COMPONENTS		
	MONTHLY (RS.)	ANNUAL (RS.)
Basic Salary	4700.00	56400.00
House Rent Allowance	2820.00	33840.00
BPO Allowance	8077.00	96924.00
Advance Salary Bonus	751.00	9012.00
Gross Salary	11308.00	135776.00
PF (Employer Contribution) *	928.00	11136.00
ESI (Employer Contribution) **	363.00	4356.00
Gratuity ****	276.00	3312.00
Total Cost to company	13000.00	156000.00

10,000 Total Home

* Admission as a member of the Company's Provident Fund Scheme entailing contribution @ 12% of the Gross salary (Excluding HRA & Advance Salary Bonus) per month.

** You and each of your dependent family members (as per ESI norms) will be covered by the Employees State Insurance Act (ESI Act).

**** You would be eligible for gratuity as per the Payment of Gratuity Act, 1972.

Over and above your CTC there is a contribution towards premium amount of Group Life Insurance and Group Personal Accident Coverage.

All other terms and conditions of your employment shall remain the same.

Please note that the compensation is confidential, any clarifications need to be discussed only with your reporting Manager/HR.

Candidates joining after 30th September of any year would not be eligible for appraisal in April the commencing year; however the proportional increase for this year would be paid the following year on a prorata basis.

Salary for Training Days will be paid only Post Certification



RR Donnelley India Outsource Pvt. Ltd.
Registered Office: 43 A 1st Main Road, R.A. Puram,
Chennai – 600 028, India.
Tel: + 91 44 42241000 Fax No. : + 91 44 42241021
Corporate Identity Number: U30006TN1995PTC053395

March 20, 2019

CAF ID: 30042019-VEE-KOW-310599
Ref Code: 12609- CUS-2\1026

Veeraguru A
27/9, 12Th Lane,
Indra Nagar, Adyar
Chennai
600020

Dear **Veeraguru A,**

Congratulations and welcome to RR Donnelley India Outsource Pvt. Ltd!

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Customer Service Associate** at Job Level L1.

RR Donnelley is a multibillion dollar global provider of integrated communications. Founded more than 150 years ago, we work with more than 60,000 customers across four continents and are constantly expanding and growing across the various geographies we operate in. To fuel our business growth, we are relentlessly looking for and nurturing our most prized resource – our people! In the days to come, you will discover that we are passionate about attracting, developing and retaining our talent.

This offer comes to you as a culmination of a rigorous selection process and we are certain that you will find our work environment conducive to your personal and professional growth.

We request you to join us full-time on **May 15, 2019** in our Chennai office.

Details of your Total Pay and Benefits are listed in Annexure A.

The general terms and conditions of employment are outlined in the subsequent pages in Annexure B. Please endorse your acceptance of this offer by signing the duplicate copy of this letter and returning it to us.

Once again, welcome to the RR Donnelley family!
We wish you the very best as you begin your career with us.

Sincerely,

Ramesh Raghavan
Assistant Vice President - Human Resources



RR Donnelley India Outsource Pvt. Ltd.
Reg Off: 43 A 1st Main Road, R A Puram, Chennai - 600 028. India
Telephone: + 91 44 42241000 Fax No: + 91 44 42241021
Corporate Identity No. : U30006TN1995PTC053395

Date: 29-1-2019

Dear *Aletheia Virginia Lyons*

Congratulations!

Thank you for your interest in RR Donnelley. After careful review of your candidature, we are pleased to inform that you have been shortlisted to join us as a CUSTOMER SUPPORT ASSOCIATE based at Chennai.

We welcome you into the RR Donnelley family and are positive that you will enjoy a long standing and rewarding career with us.

You will be given an offer letter based on completion of your course. Please collect it from our office at the below address.

Prestige Polygon, 6th Floor
No.471, Anna Salai, Nandanam,
Chennai, Tamil Nadu - 600035

To prove that our employees are truly world class, RR Donnelley has a detailed verification practice as part of our on boarding process. On that note, you are requested to fill the attached Background Verification Form and bring it along with any supporting documents when you come to collect your offer letter.

We look forward to seeing you soon.

Regards,

Ramesh Raghavan
Assistant Vice President - Human Resources



RR Donnelley India Outsource Pvt. Ltd.
Registered Office: 43 A 1st Main Road, R.A. Puram,
Chennai – 600 028, India.
Tel: +91 44 42341000 Fax No. : +91 44 42241021
Corporate Identity Number: U30006TN1995PTC053395

CONDITIONS FOR EMPLOYMENT

April 30, 2019

Dear Veeraguru A,

This is to inform you that this appointment letter is only valid on the completion of your Under Graduation. In case, if you do not complete your degree and produce the relevant certificates by November 30, 2019 this appointment letter would stand nullified.

Yours truly,

Ramesh Raghavan
Assistant Vice President - Human Resources

ACCEPTANCE OF EMPLOYEE

I, Veeraguru A, have read and understood the terms and conditions of this letter and the same are acceptable to me and I hereby agree to be legally bound hereby and thereby.

Place: CHENNAI

Signed by the Employee: A. Veeraguru

Date: 30/4/2019



RR Donnelley India Outsource Pvt. Ltd.
Reg Off: 43 A 1st Main Road, R A Puram, Chennai - 600 028. India
Telephone: + 91 44 42241000 Fax No: + 91 44 42241021
Corporate Identity No. : U30006TN1995PTC053395

Date: 29-1-2019

Dear Andrew Sumin Rufus

Congratulations!

Thank you for your interest in RR Donnelley. After careful review of your candidature, we are pleased to inform that you have been shortlisted to join us as a CUSTOMER SUPPORT ASSOCIATE based at Chennai.

We welcome you into the RR Donnelley family and are positive that you will enjoy a long standing and rewarding career with us.

You will be given an offer letter based on completion of your course. Please collect it from our office at the below address.

Prestige Polygon, 6th Floor
No.471, Anna Salai, Nandanam,
Chennai, Tamil Nadu - 600035

To prove that our employees are truly world class, RR Donnelley has a detailed verification practice as part of our on boarding process. On that note, you are requested to fill the attached Background Verification Form and bring it along with any supporting documents when you come to collect your offer letter.

We look forward to seeing you soon.

Regards,

Ramesh Raghavan
Assistant Vice President - Human Resources



Merlin Smile E

Wed, 10 Jul 2019 5:18:27 PM +0530INBOX

To:"sourcehub@patriciancollege.ac.in" <sourcehub@patriciancollege.ac.in>

Tags

Security TLS [Learn more](#)

Dear Jacqueline ,

As discussed , please find the attached list of Selects & let me know for any clarity .

Regards

Merlin Smile

TAG – Regional Campus Hiring

Tata Consultancy Services

E-mail :- merlinsmile.e@tcs.com

Ph : 988-400-8385 | Direct Phone : +91-44-6117-8285

Tata Consultancy Services Limited, Chennai

9th floor, Phase-3, Spencer Plaza

729, Anna Salai, Chennai -600 002

From: Merlin Smile E

Sent: Wednesday, July 10, 2019 4:27 PM

To: 'priyajaculine@gmail.com' <priyajaculine@gmail.com>

Subject: Patrician College - Selects Data base

Dear Jacqueline ,

As discussed , please find the attached list of Selects & let me know for any clarity .

Regards

Merlin Smile

TAG – Regional Campus Hiring

Tata Consultancy Services

E-mail :- merlinsmile.e@tcs.com

Ph : 988-400-8385 | Direct Phone : +91-44-6117-8285

Tata Consultancy Services Limited, Chennai

9th floor, Phase-3, Spencer Plaza

729, Anna Salai, Chennai -600 002

=====-=====

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1 Attachment [Download as Zip](#)

Patrician College.xlsx



S.No	Candidate name	Mobile Number	Email ID	College Name	Graduation
1	AHAMED ISRAR A	7395965238	ahamedisrar2@gmail.com	Patrician College of Arts & Science	B.Com Corporate Secretaryship
2	Y R LAKSHMAN	8122245299	ylakshman311@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
3	Sabeena anjum S	7708703435	Sabeenaanjum0631@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
4	INDHU K	9566102378	indhu.2799@gmail.com	Patrician College of Arts & Science	Bachelor of Science in Mathematics
5	B. SIVAKUMAR	8778969253	sivask4121209@gmail.com	Patrician College of Arts & Science	B.Com Corporate Secretaryship
6	SAMANTHA .S	8939532776	Samantha27896@gmail.com	Patrician College of Arts & Science	Bachelor of Science in Mathematics
7	JERALD.R	7418181513	geraldjerald@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
8	sairam.k	9087147455	sairamp5@gmail.com	Patrician College of Arts & Science	B.Com Corporate Secretaryship
9	Yazhini Parasuraman	9445782717	yazhiniparasuraman01@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
10	Karthick S	8124751563	hankrishnankarthick98@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
11	RISHI BABU P	6380191714	rishibabu2233@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
12	T dhanushree	8438543998	shreedhanu27111998@gmail.com	Patrician College of Arts & Science	B.Com Corporate Secretaryship
13	K. HARIHARAN	9791057374	yuvarajhariharan48@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMPUTER APPLICATION
14	MADHUMITHA.V	9677234713	1399madhumi@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
15	SELVA KUMAR.K	8608434322	Selvaavies5005@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
16	RANJEETH .M.B	9710703679	Adamranjith9@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
17	Maria Jackson CH	6379326113	mr.mj.jackson7@gmail.com	Patrician College of Arts & Science	BACHELOR OF BUSINESS ADMINISTRATION
18	KARTHIK.K	8807161116	karthik91599@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
19	K.Premkumar	7010604933	premkasinathan98@gmail.com	Patrician College of Arts & Science	B.Com Corporate Secretaryship
20	AROKYA JENSI S	9514669438	jensi21898@gmail.com	Patrician College of Arts & Science	Bachelor of Science in Mathematics
21	Akin Varghese	8939152960	alkizh@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
22	Inbachezhian	9940194589	inbado23@gmail.com	Patrician College of Arts & Science	Bachelor of Science in Computer Science
23	A. Praveen	9840600636	sampraveen333@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
24	Gokul M P	7448477063	gocool468@gmail.com	Patrician College of Arts & Science	Bachelor of Science in Computer Science
25	MARIA BRIGITTA . S	7358693214	brigittajohnson3@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
26	GEETHAPRIYA S	9514239602	Geegetha758@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
27	Sriram. P	7397412563	sriamtreak@gmail.com	Patrician College of Arts & Science	Bachelor of Science in Computer Science
28	Rohith Rangaraj	9677214937	rohit.h.rangaraj@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE
29	BHARATH KUMAR R	9003483349	bharathraja.0109@gmail.com	Patrician College of Arts & Science	Bachelor of Science in Computer Science
30	Abishkek iyengar	9940032483	abishkekiyengar@hotmail.com	Patrician College of Arts & Science	BACHELOR OF BUSINESS ADMINISTRATION
31	VARSHINI.S	7395913901	varshjaya1@gmail.com	Patrician College of Arts & Science	BACHELOR OF COMMERCE





Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195060568/Chennai/BPS/BTN
Date:27/03/2019

Dear Ms. Dhanu Shree ,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped. "

Yours Sincerely,

For Tata Consultancy Services Limited

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services



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

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20195060568/Chennai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195079499/Chennai/BPS/BTN
Date: 06/03/2019

Ms. Indhu K
101 Paindiyamma Kovil Street
Besant Nagar
Chennai-600090
Tamil Nadu
Tel# -

Dear Ms. Indhu K,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

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



3. Social Security - Employees' State Insurance:

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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



2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Alternative Occupation / Traineeship:

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.



7. Confidentiality Agreement:

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

8. 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 a trainee of TCSL.

9. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. Medical Test:

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. Background Check:

Your traineeship will be subject to a background check in line with the Company'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



checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

13. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India

16. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.



17. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



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 the 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited

Rustom Beheram Sigamania
Head Talent Acquisition, TCS Business Process Services



Encl: Annexure 1: Acceptance



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20195079499/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).

I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195045264/Chennai/BPS/BTN
Date:12/03/2019

Dear Mr. Lakshman Y R,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped. "

Yours Sincerely,

For Tata Consultancy Services Limited

Rustom Beheram Sigamporia
Head Talent Acquisition, TCS Business Process Services



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

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20195045264/Chennai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195082724/Chennai/BPS/BTN
Date:19/03/2019

Dear Mr. Karthick S ,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped. "

Yours Sincerely,

For Tata Consultancy Services Limited

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services



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

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20195082724/Chennai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195055437/Chennai/BPS/BTN
Date:27/03/2019

Dear Mr. Sairam ,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

TCS Confidential

TATA CONSULTANCY SERVICES

1

TCS House Raveline Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com

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



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped. "

Yours Sincerely,

For Tata Consultancy Services Limited

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services



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

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20195055437/Chennai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195055427/Chennai/BPS/BTN
Date: 29/05/2019

Mr. Siva Kumar
No:17/9 Saiva Muthiya 5th Street
Royapettah
Chennai-600014
India
Tel# 91-9840543209

Dear Mr. Siva Kumar,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

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



3. Social Security - Employees' State Insurance:

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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



2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Alternative Occupation / Traineeship:

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.



7. Confidentiality Agreement:

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

8. 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 a trainee of TCSL.

9. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. Medical Test:

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. Background Check:

Your traineeship will be subject to a background check in line with the Company'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



checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

13. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India

16. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.



17. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



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 the 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited

Rustom Beheram Sigamania
Head Talent Acquisition, TCS Business Process Services



Encl: Annexure 1: Acceptance



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20195055427/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).

I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Dear Ali Azghar,

Congratulations!

Further to your application for employment with us & the subsequent selection process, we are delighted to offer you a position of **Officer - Customer Service**, to be initially based out of **Karapakkam Office, Chennai**. However, the Bank at the sole discretion can transfer you to any of its offices in India and abroad.

This offer is based on your profile, relevant work experience and performance in the selection process. The offer is subject to:-

1. You being certified medically fit for the job.
2. Verification of your testimonials in support of qualifications, experience, compensation, Last 2 employments (Offer Letter & Relieving letter) & age.
3. Satisfactory reference check.

Your Total CTC excluding **Performance based bonus/Incentives** will be **2,00,000/-** per annum.

This has been detailed in the Compensation Detail Table (**Annexure A**) - (Attachment enclosed)

Please treat this offer and all other contents of this email as strictly private and confidential. If the above offer is acceptable to you, you may kindly give your acceptance within 2 days of this email.

We look forward to the opportunity to work with you in an environment that is successful and mutually challenging and rewarding.

NOTE: The above mentioned offer is applicable subject to the verification of valid documentation & passing of final year graduation exam conducted in the year 2019.

Thanks & Regards,

Shradha Sawant | Human Resources |

IndusInd Bank Ltd, Solitaire Corporate Park, Building No 8 - 3rd Floor, Andheri Kurla Road, Andheri (E), Mumbai 400093.



Dear Alvin,

Congratulations!

Further to your application for employment with us & the subsequent selection process, we are delighted to offer you a position of **Officer - Customer Service**, to be initially based out of **Karapakkam Office, Chennai**. However, the Bank at the sole discretion can transfer you to any of its offices in India and abroad.

This offer is based on your profile, relevant work experience and performance in the selection process. The offer is subject to:-

1. You being certified medically fit for the job.
2. Verification of your testimonials in support of qualifications, experience, compensation, Last 2 employments (Offer Letter & Relieving letter) & age.
3. Satisfactory reference check.

Your Total CTC excluding Performance based bonus/Incentives will be **2,00,000/-** per annum.

This has been detailed in the Compensation Detail Table (Annexure A) - (Attachment enclosed)

Please treat this offer and all other contents of this email as strictly private and confidential. If the above offer is acceptable to you, you may kindly give your acceptance within 2 days of this email.

We look forward to the opportunity to work with you in an environment that is successful and mutually challenging and rewarding.

NOTE: The above mentioned offer is applicable subject to the verification of valid documentation & passing of final year graduation exam conducted in the year 2019.

Thanks & Regards,

Shradha Sawant | Human Resources |

IndusInd Bank Ltd, Solitaire Corporate Park, Building No 8 - 3rd Floor, Andheri Kurla Road, Andheri (E),
Mumbai 400093.



Dear Anitha M,

Congratulations!

Further to your application for employment with us & the subsequent selection process, we are delighted to offer you a position of **Officer - Customer Service**, to be initially based out of **Karapakkam Office, Chennai**. However, the Bank at the sole discretion can transfer you to any of its offices in India and abroad.

This offer is based on your profile, relevant work experience and performance in the selection process. The offer is subject to:-

1. You being certified medically fit for the job.
2. Verification of your testimonials in support of qualifications, experience, compensation, Last 2 employments (Offer Letter & Relieving letter) & age.
3. Satisfactory reference check.

Your Total CTC **excluding Performance based bonus/Incentives** will be **2,00,000/-** per annum.

This has been detailed in the Compensation Detail Table (**Annexure A**) - (Attachment enclosed)

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We look forward to the opportunity to work with you in an environment that is successful and mutually challenging and rewarding.

NOTE: The above mentioned offer is applicable subject to the verification of valid documentation & passing of final year graduation exam conducted in the year 2019.

Thanks & Regards,

Shradha Sawant | Human Resources |

IndusInd Bank Ltd, Solitaire Corporate Park, Building No 8 - 3rd Floor, Andheri Kurla Road, Andheri (E),
Mumbai 400093.



Dear Bharathy,

Congratulations!

Further to your application for employment with us & the subsequent selection process, we are delighted to offer you a position of **Officer - Customer Service**, to be initially based out of **Karapakkam Office, Chennai**. However, the Bank at the sole discretion can transfer you to any of its offices in India and abroad.

This offer is based on your profile, relevant work experience and performance in the selection process. The offer is subject to:-

1. You being certified medically fit for the job.
2. Verification of your testimonials in support of qualifications, experience, compensation, Last 2 employments (Offer Letter & Relieving letter) & age.
3. Satisfactory reference check.

Your Total CTC **excluding Performance based bonus/Incentives** will be **2,00,000/-** per annum.

This has been detailed in the Compensation Detail Table (**Annexure A**) - (Attachment enclosed)

Please treat this offer and all other contents of this email as strictly private and confidential. If the above offer is acceptable to you, you may kindly give your acceptance within 2 days of this email.

We look forward to the opportunity to work with you in an environment that is successful and mutually challenging and rewarding.

NOTE: The above mentioned offer is applicable subject to the verification of valid documentation & passing of final year graduation exam conducted in the year 2019.

Thanks & Regards,

Shradha Sawant | Human Resources |

IndusInd Bank Ltd, Solitaire Corporate Park, Building No 8 - 3rd Floor, Andheri Kurla Road, Andheri (E),
Mumbai 400093.



Dear Gokul,

Congratulations!

Further to your application for employment with us & the subsequent selection process, we are delighted to offer you a position of **Officer - Customer Service**, to be initially based out of **Karapakkam Office, Chennai**. However, the Bank at the sole discretion can transfer you to any of its offices in India and abroad.

This offer is based on your profile, relevant work experience and performance in the selection process. The offer is subject to:-

1. You being certified medically fit for the job.
2. Verification of your testimonials in support of qualifications, experience, compensation, Last 2 employments (Offer Letter & Relieving letter) & age.
3. Satisfactory reference check.

Your Total CTC **excluding Performance based bonus/Incentives** will be **2,00,000/-** per annum.

This has been detailed in the Compensation Detail Table (**Annexure A**) - (Attachment enclosed)

Please treat this offer and all other contents of this email as strictly private and confidential. If the above offer is acceptable to you, you may kindly give your acceptance within 2 days of this email.

We look forward to the opportunity to work with you in an environment that is successful and mutually challenging and rewarding.

NOTE: The above mentioned offer is applicable subject to the verification of valid documentation & passing of final year graduation exam conducted in the year 2019.

Thanks & Regards,

Shradha Sawant | Human Resources |

IndusInd Bank Ltd, Solitaire Corporate Park, Building No 8 - 3rd Floor, Andheri Kurla Road, Andheri (E),
Mumbai 400093.



Dear Kamleshwari,

Congratulations!

Further to your application for employment with us & the subsequent selection process, we are delighted to offer you a position of **Officer - Customer Service**, to be initially based out of **Karapakkam Office, Chennai**. However, the Bank at the sole discretion can transfer you to any of its offices in India and abroad.

This offer is based on your profile, relevant work experience and performance in the selection process. The offer is subject to:-

1. You being certified medically fit for the job.
2. Verification of your testimonials in support of qualifications, experience, compensation, Last 2 employments (Offer Letter & Relieving letter) & age.
3. Satisfactory reference check.

Your Total CTC **excluding Performance based bonus/Incentives** will be **2,00,000/-** per annum.

This has been detailed in the Compensation Detail Table (**Annexure A**) - (Attachment enclosed)

Please treat this offer and all other contents of this email as strictly private and confidential. If the above offer is acceptable to you, you may kindly give your acceptance within 2 days of this email.

We look forward to the opportunity to work with you in an environment that is successful and mutually challenging and rewarding.

NOTE: The above mentioned offer is applicable subject to the verification of valid documentation & passing of final year graduation exam conducted in the year 2019.

Thanks & Regards,

Shradha Sawant | Human Resources |

IndusInd Bank Ltd, Solitaire Corporate Park, Building No 8 - 3rd Floor, Andheri Kurla Road, Andheri (E),
Mumbai 400093.



Dear Mansoor Ahmed,

Congratulations!

Further to your application for employment with us & the subsequent selection process, we are delighted to offer you a position of **Officer - Customer Service**, to be initially based out of **Karapakkam Office, Chennai**. However, the Bank at the sole discretion can transfer you to any of its offices in India and abroad.

This offer is based on your profile, relevant work experience and performance in the selection process. The offer is subject to:-

1. You being certified medically fit for the job.
2. Verification of your testimonials in support of qualifications, experience, compensation, Last 2 employments (Offer Letter & Relieving letter) & age.
3. Satisfactory reference check.

Your Total CTC **excluding Performance based bonus/Incentives** will be **2,00,000/-** per annum.

This has been detailed in the Compensation Detail Table (**Annexure A**) - (Attachment enclosed)

Please treat this offer and all other contents of this email as strictly private and confidential. If the above offer is acceptable to you, you may kindly give your acceptance within 2 days of this email.

We look forward to the opportunity to work with you in an environment that is successful and mutually challenging and rewarding.

NOTE: The above mentioned offer is applicable subject to the verification of valid documentation & passing of final year graduation exam conducted in the year 2019.

Thanks & Regards,

Shradha Sawant | Human Resources |

IndusInd Bank Ltd, Solitaire Corporate Park, Building No 8 - 3rd Floor, Andheri Kurla Road, Andheri (E), Mumbai 400093.



Dear Sabina Anjum,

Congratulations!

Further to your application for employment with us & the subsequent selection process, we are delighted to offer you a position of **Officer - Customer Service**, to be initially based out of **Karapakkam Office, Chennai**. However, the Bank at the sole discretion can transfer you to any of its offices in India and abroad.

This offer is based on your profile, relevant work experience and performance in the selection process. The offer is subject to:-

1. You being certified medically fit for the job.
2. Verification of your testimonials in support of qualifications, experience, compensation, Last 2 employments (Offer Letter & Relieving letter) & age.
3. Satisfactory reference check.

Your Total CTC **excluding Performance based bonus/Incentives** will be **2,00,000/-** per annum.

This has been detailed in the Compensation Detail Table (**Annexure A**) - (Attachment enclosed)

Please treat this offer and all other contents of this email as strictly private and confidential. If the above offer is acceptable to you, you may kindly give your acceptance within 2 days of this email.

We look forward to the opportunity to work with you in an environment that is successful and mutually challenging and rewarding.

NOTE: The above mentioned offer is applicable subject to the verification of valid documentation & passing of final year graduation exam conducted in the year 2019.

Thanks & Regards,

Shradha Sawant | Human Resources |

IndusInd Bank Ltd, Solitaire Corporate Park, Building No 8 - 3rd Floor, Andheri Kurla Road, Andheri (E), Mumbai 400093.



Dear Saranya,

Congratulations!

Further to your application for employment with us & the subsequent selection process, we are delighted to offer you a position of **Officer - Customer Service**, to be initially based out of **Karapakkam Office, Chennai**. However, the Bank at the sole discretion can transfer you to any of its offices in India and abroad.

This offer is based on your profile, relevant work experience and performance in the selection process. The offer is subject to:-

1. You being certified medically fit for the job.
2. Verification of your testimonials in support of qualifications, experience, compensation, Last 2 employments (Offer Letter & Relieving letter) & age.
3. Satisfactory reference check.

Your Total CTC **excluding Performance based bonus/Incentives** will be **2,00,000/-** per annum.

This has been detailed in the Compensation Detail Table (**Annexure A**) - (Attachment enclosed)

Please treat this offer and all other contents of this email as strictly private and confidential. If the above offer is acceptable to you, you may kindly give your acceptance within 2 days of this email.

We look forward to the opportunity to work with you in an environment that is successful and mutually challenging and rewarding.

NOTE: The above mentioned offer is applicable subject to the verification of valid documentation & passing of final year graduation exam conducted in the year 2019.

Thanks & Regards,

Shradha Sawant | Human Resources |

IndusInd Bank Ltd, Solitaire Corporate Park, Building No 8 - 3rd Floor, Andheri Kurla Road, Andheri (E), Mumbai 400093.



Dear Srinivasan,

Congratulations!

Further to your application for employment with us & the subsequent selection process, we are delighted to offer you a position of **Officer - Customer Service**, to be initially based out of **Karapakkam Office, Chennai**. However, the Bank at the sole discretion can transfer you to any of its offices in India and abroad.

This offer is based on your profile, relevant work experience and performance in the selection process. The offer is subject to:-

1. You being certified medically fit for the job.
2. Verification of your testimonials in support of qualifications, experience, compensation, Last 2 employments (Offer Letter & Relieving letter) & age.
3. Satisfactory reference check.

Your Total CTC **excluding Performance based bonus/Incentives** will be **2,00,000/-** per annum.

This has been detailed in the Compensation Detail Table (**Annexure A**) - (Attachment enclosed)

Please treat this offer and all other contents of this email as strictly private and confidential. If the above offer is acceptable to you, you may kindly give your acceptance within 2 days of this email.

We look forward to the opportunity to work with you in an environment that is successful and mutually challenging and rewarding.

NOTE: The above mentioned offer is applicable subject to the verification of valid documentation & passing of final year graduation exam conducted in the year 2019.

Thanks & Regards,

Shradha Sawant | Human Resources |

IndusInd Bank Ltd, Solitaire Corporate Park, Building No 8 - 3rd Floor, Andheri Kurla Road, Andheri (E), Mumbai 400093.

Compensation Detail Table (Annexure A)

Name	Dheeraj Kumar S	
Grade Nomenclature	Executive	
Market Designation	Officer - Customer Service	
Location	Karapakkam Office	
Compensation Heads	(Rs. PM)	(Rs. PA)
Basic	6,191	74,291
HRA	3,095	37,145
Conveyance Allowance	800	9,600
Officer Allowance	1,456	17,476
Bonus	1,400	16,800
Medical Reimbursement	1,250	15,000
Monthly Gross - (A)	14,193	170,312
LTA - (B)	542	6,500
Employer PF Contribution - (C)	743	8,915
Annual Guaranteed Cash - D (A+B+C)	15,477	185,727
Gratuity - (E)	298	3,573
Insurance Costing - Mediclaim & GPAL - (F)	892	10,700
Cost to Company - G (D+E+F)	16,667	200,000

Eligibility for Annual Appraisal Process

- 1) Inclusion in annual appraisal process is subject to an employee being on the rolls of the Bank on or before September 30th of any financial year.
- 2) The Company may pay Performance Bonus every year based on the Company's & Individual's Performance. There is no minimum guaranteed Performance Bonus.
- 3) An employee would be eligible for Performance Bonus (if any) provided s/he is an active employee and not serving resignation notice as of the date of disbursement of performance bonus.

Regards,
 Shradha Sawant
 Regional Resource Manager - Human Resources

Compensation Detail Table (Annexure A)

Name	Divya M	
Grade Nomenclature	Executive	
Market Designation	Officer - Customer Service	
Location	Karapakkam Office	
Compensation Heads	(Rs. PM)	(Rs. PA)
Basic	6,191	74,291
HRA	3,095	37,145
Conveyance Allowance	800	9,600
Officer Allowance	1,456	17,476
Bonus	1,400	16,800
Medical Reimbursement	1,250	15,000
Monthly Gross - (A)	14,193	170,312
LTA - (B)	542	6,500
Employer PF Contribution - (C)	743	8,915
Annual Guaranteed Cash - D (A+B+C)	15,477	185,727
Gratuity - (E)	298	3,573
Insurance Costing - Mediclaim & GPAL - (F)	892	10,700
Cost to Company - G (D+E+F)	16,667	200,000

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Regards,
 Shradha Sawant
 Regional Resource Manager - Human Resources

Compensation Detail Table (Annexure A)

Name	Karthikeyan P	
Grade Nomenclature	Executive	
Market Designation	Officer - Customer Service	
Location	Karapakkam Office	
Compensation Heads	(Rs. PM)	(Rs. PA)
Basic	6,191	74,291
HRA	3,095	37,145
Conveyance Allowance	800	9,600
Officer Allowance	1,456	17,476
Bonus	1,400	16,800
Medical Reimbursement	1,250	15,000
Monthly Gross - (A)	14,193	170,312
LTA - (B)	542	6,500
Employer PF Contribution - (C)	743	8,915
Annual Guaranteed Cash - D (A+B+C)	15,477	185,727
Gratuity - (E)	298	3,573
Insurance Costing - Mediclaim & GPAL - (F)	892	10,700
Cost to Company - G (D+E+F)	16,667	200,000

Eligibility for Annual Appraisal Process

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Regards,
 Shradha Sawant
 Regional Resource Manager - Human Resources

Compensation Detail Table (Annexure A)

Name	Kishore Kumar B	
Grade Nomenclature	Executive	
Market Designation	Officer - Customer Service	
Location	Karapakkam Office	
Compensation Heads	(Rs. PM)	(Rs. PA)
Basic	6,191	74,291
HRA	3,095	37,145
Conveyance Allowance	800	9,600
Officer Allowance	1,456	17,476
Bonus	1,400	16,800
Medical Reimbursement	1,250	15,000
Monthly Gross - (A)	14,193	170,312
LTA - (B)	542	6,500
Employer PF Contribution - (C)	743	8,915
Annual Guaranteed Cash - D (A+B+C)	15,477	185,727
Gratuity - (E)	298	3,573
Insurance Costing - Mediclaim & GPAL - (F)	892	10,700
Cost to Company - G (D+E+F)	16,667	200,000

Eligibility for Annual Appraisal Process

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Regards,
 Shradha Sawant
 Regional Resource Manager - Human Resources

Compensation Detail Table (Annexure A)

Name	Mohammad Sikandar Basha S	
Grade Nomenclature	Executive	
Market Designation	Officer - Customer Service	
Location	Karapakkam Office	
Compensation Heads	(Rs. PM)	(Rs. PA)
Basic	6,191	74,291
HRA	3,095	37,145
Conveyance Allowance	800	9,600
Officer Allowance	1,456	17,476
Bonus	1,400	16,800
Medical Reimbursement	1,250	15,000
Monthly Gross - (A)	14,193	170,312
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Annual Guaranteed Cash - D (A+B+C)	15,477	185,727
Gratuity - (E)	298	3,573
Insurance Costing - Mediclaim & GPAL - (F)	892	10,700
Cost to Company - G (D+E+F)	16,667	200,000

Eligibility for Annual Appraisal Process

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- 3) An employee would be eligible for Performance Bonus (if any) provided s/he is an active employee and not serving resignation notice as of the date of disbursement of performance bonus.

Regards,
Shradha Sawant
Regional Resource Manager - Human Resources

Compensation Detail Table (Annexure A)

Name	Rohith Singh G	
Grade Nomenclature	Executive	
Market Designation	Officer - Customer Service	
Location	Karapakkam Office	
Compensation Heads	(Rs. PM)	(Rs. PA)
Basic	6,191	74,291
HRA	3,095	37,145
Conveyance Allowance	800	9,600
Officer Allowance	1,456	17,476
Bonus	1,400	16,800
Medical Reimbursement	1,250	15,000
Monthly Gross - (A)	14,193	170,312
LTA - (B)	542	6,500
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Cost to Company - G (D+E+F)	16,667	200,000

Eligibility for Annual Appraisal Process

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Regards,
 Shradha Sawant
 Regional Resource Manager - Human Resources

Compensation Detail Table (Annexure A)

Name	S Hellan Sandra	
Grade Nomenclature	Executive	
Market Designation	Officer - Customer Service	
Location	Karapakkam Office	
Compensation Heads	(Rs. PM)	(Rs. PA)
Basic	6,191	74,291
HRA	3,095	37,145
Conveyance Allowance	800	9,600
Officer Allowance	1,456	17,476
Bonus	1,400	16,800
Medical Reimbursement	1,250	15,000
Monthly Gross - (A)	14,193	170,312
LTA - (B)	542	6,500
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Regards,
 Shradha Sawant
 Regional Resource Manager - Human Resources

Compensation Detail Table (Annexure A)

Name	Varshini S	
Grade Nomenclature	Executive	
Market Designation	Officer - Customer Service	
Location	Karapakkam Office	
Compensation Heads	(Rs. PM)	(Rs. PA)
Basic	6,191	74,291
HRA	3,095	37,145
Conveyance Allowance	800	9,600
Officer Allowance	1,456	17,476
Bonus	1,400	16,800
Medical Reimbursement	1,250	15,000
Monthly Gross - (A)	14,193	170,312
LTA - (B)	542	6,500
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Annual Guaranteed Cash - D (A+B+C)	15,477	185,727
Gratuity - (E)	298	3,573
Insurance Costing - Mediclaim & GPAL - (F)	892	10,700
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- 3) An employee would be eligible for Performance Bonus (if any) provided s/he is an active employee and not serving resignation notice as of the date of disbursement of performance bonus.

Regards,
 Shradha Sawant
 Regional Resource Manager - Human Resources

Compensation Detail Table (Annexure A)

Name	Vasanth Kumar	
Grade Nomenclature	Executive	
Market Designation	Officer - Customer Service	
Location	Karapakkam Office	
Compensation Heads	(Rs. PM)	(Rs. PA)
Basic	6,191	74,291
HRA	3,095	37,145
Conveyance Allowance	800	9,600
Officer Allowance	1,456	17,476
Bonus	1,400	16,800
Medical Reimbursement	1,250	15,000
Monthly Gross - (A)	14,193	170,312
LTA - (B)	542	6,500
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Annual Guaranteed Cash - D (A+B+C)	15,477	185,727
Gratuity - (E)	298	3,573
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- 3) An employee would be eligible for Performance Bonus (if any) provided s/he is an active employee and not serving resignation notice as of the date of disbursement of performance bonus.

Regards,
 Shradha Sawant
 Regional Resource Manager - Human Resources



Joicy Varghese /HR SO/ICICIPRU/Chenn

Tue, 19 Feb 2019 12:27:11 PM +0530INBOX

To:"PLACEMENT Patrician College" <sourcehub@patriciancollege.ac.in>
Cc:"Jaisel Mary Jose Mangan /HR SO/ICICIPRU/Chenn" <jaisel.jose@iciprulife.com>, "Sudheesh Nair S /HR SO/ICICIPRU/Chenn" <sudheesh.nair@iciprulife.com>, "principal" <principal@patriciancollege.ac.in>, "jobaldham" <jobaldham@gmail.com>

Tags

Security TLS [Learn more](#)

Dear Jacqueline,

It was pleasure associating with Patrician College especially with such a vibrant placement team.

PFB list of selected students.

SL No.	Name	Contact No
1	Akshay mohan.	9092220541
2	Kayathri. S	9789821349
3	Ajith. V	7448941784
4	Christyarwin. R	9445618044
5	Ajaykumar. G	955189635
6	Harsika. V	7395948878
7	Porkeshwaran. L	8056998797
8	Yogesh. S	7358181505
9	Suresh kumar.	7550123280
10	Selvakumar. K	8608434322
11	Balaji. A	8124108132
12	Mohideen naina MD marakayar. S	7871198270
13	Chris J Levis	9791284744
14	Adhikesacan. M	9003061847
15	Karthikeyan. M	9176490583

Regards,
Joicy Varghese

From: Joicy Varghese /HR SO/ICICIPRU/Chenn

Sent: Saturday, February 9, 2019 10:19 AM

To: 'PLACEMENT Patrician College'; Jaisel Mary Jose Mangan /HR SO/ICICIPRU/Chenn

Cc: Sudheesh Nair S /HR SO/ICICIPRU/Chenn; principal; jobaldham

Subject: RE: Reg Campus Drive - Patrician College

Dear Jacqueline,



Let's go ahead with 12th. Will get in touch with you soon.

Regards,
Joicy Varghese

From: PLACEMENT Patrician College [<mailto:sourcehub@patriciancollege.ac.in>]
Sent: Thursday, February 7, 2019 7:06 PM
To: Jaisel Mary Jose Mangan /HR SO/ICICIPRU/Chenn
Cc: Sudheesh Nair S /HR SO/ICICIPRU/Chenn; Joicy Varghese /HR SO/ICICIPRU/Chenn; principal; jobaldham
Subject: Re: Reg Campus Drive - Patrician College

Hello ,

Greetings from Patrician College !

We are planning to confirm your campus drive on 12th(Tuesday).

Pls let me know if you have any concern.

Regards,
Jaculine

--- On Thu, 31 Jan 2019 12:31:03 +0530 Jaisel Mary Jose Mangan /HR SO/ICICIPRU/Chenn <jaisel.jose@iciciprulife.com> wrote ---

Dear Sir,

We are delighted to be associated with Patrician College.

As discussed, we will conduct the campus recruitment program for full time opportunity on Feb first week. Request to share the interested candidate details.

Post selection, we will allocate them with some Projects.

About ICICI Prudential:

We are a technologically driven company offering protection and long term savings solutions in the financial services space. Since inception in 2000, we have grown to Net Assets under Management over 1 lakh crores (Rupee). (Please visit our website : www.iciciprulife.com for more details)

What are we looking for in aspirants?

We are looking for candidates keen and interested in a career in sales, where a lot of time is invested in building distribution and acquiring new customers. As part of learning, you would have the opportunity to engage in a direct sales role and evolve to a team management role over the period of time basis your skill building in any of the available distribution channels. We are expecting applicants to be willing for a travel based sales job and open for any location.

Who can apply?



For Hiring: Under graduation/ Post Graduation completed from any stream, you can develop skill as a great sales professional as long as you have the attitude and interest

Compensation on offer:

CTC: Annual Guaranteed Pay Rs 2,20,000/ for freshers

Internship: NA

Locations : Anywhere in Chennai

Recruitment Process : First Round in Campus- Shortlisted students will be called again for second round.

Pre Process: We would want all interested students to write a one pager on why they would want to join ICICI Prudential Life Insurance and what do they know about Life Insurance

Warm Regards,

Jaisel Jose | Human Resources

"Print this mail only if absolutely necessary. Save Paper. Save Trees."

"The information contained in this e-mail and any attachments to this message are intended for the exclusive use of the intended recipient and may contain proprietary, confidential or legally privileged information. If you are not the intended recipient, please note that you are not authorised to disseminate, distribute or copy this e-mail or any parts of it or act upon/rely on the contents of this e-mail in any manner. Please notify the sender immediately by e-mail and destroy all copies of this e-mail and any attachments. Please also note that ICICI Bank or its subsidiaries and associated companies, (collectively "ICICI Group"), are unable to exercise control or ensure or guarantee the integrity of/over the contents of the information contained in e-mail transmissions and that any views expressed in this e-mail are not endorsed by/binding on the ICICI Group unless the sender does so expressly with due authority of ICICI Group. Before opening any attachments please check them for viruses and defects and please note that ICICI Group accepts no liability or responsibility for any damage caused by any virus that may be transmitted by this email. Thank you for your cooperation."

"Print this mail only if absolutely necessary. Save Paper. Save Trees."

"The information contained in this e-mail and any attachments to this message are intended for the exclusive use of the intended recipient and may contain proprietary, confidential or legally privileged information. If you are not the intended recipient, please note that you are not authorised to disseminate, distribute or copy this e-mail or any parts of it or act upon/rely on the contents of this e-mail in any manner. Please notify the sender immediately by e-mail and destroy all copies of this e-mail and any attachments. Please also note that ICICI Bank or its subsidiaries and associated companies, (collectively "ICICI Group"), are unable to exercise control or ensure or guarantee the integrity of/over the contents of the information contained in e-mail transmissions and that any views expressed in this e-mail are not endorsed by/binding on the ICICI Group unless the sender does so expressly with due authority of ICICI Group. Before opening any attachments please check them for viruses and defects and please note that ICICI Group accepts no liability or responsibility for any damage caused by any virus that may be transmitted by this email. Thank you for your cooperation."

28 Mar 2019

Dear **ajith v**,

We are pleased to offer you the position of **FINANCIAL SERVICES CONSULTANT** in **Level 1** of our Company. Your initial posting will be at **Chennai-Nungambakkam**.

Your compensation details are as follows:

Components	Rs.Per annum
Basic	66,000
Flexible Compensation Plan	1,35,905
Employers Contribution to PF	7,920
Gratuity	3,175
Minimum Statutory bonus	7,000
Total Fixed Pay	2,20,000

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

The offer is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct, the Company will have the right to terminate your services at any time without prior notice.

Please note that this offer is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

28 Mar 2019

Dear **Balaji A,**

We are pleased to offer you the position of **FINANCIAL SERVICES CONSULTANT** in **Level 1** of our Company. Your initial posting will be at **Chennai-Nungambakkam**.

Your compensation details are as follows:

Components	Rs.Per annum
Basic	66,000
Flexible Compensation Plan	1,35,905
Employers Contribution to PF	7,920
Gratuity	3,175
Minimum Statutory bonus	7,000
Total Fixed Pay	2,20,000

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

The offer is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct, the Company will have the right to terminate your services at any time without prior notice.

Please note that this offer is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

28 Mar 2019

Dear **Mohideen Naina Md S Marakayar,**

We are pleased to offer you the position of **FINANCIAL SERVICES CONSULTANT** in **Level 1** of our Company. Your initial posting will be at **Chennai-Nungambakkam.**

Your compensation details are as follows:

Components	Rs.Per annum
Basic	66,000
Flexible Compensation Plan	1,35,905
Employers Contribution to PF	7,920
Gratuity	3,175
Minimum Statutory bonus	7,000
Total Fixed Pay	2,20,000

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

The offer is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct, the Company will have the right to terminate your services at any time without prior notice.

Please note that this offer is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



Vineet Tyagi
Vice President
Human Resources
ICICI Prudential Life Insurance Co. Ltd.

I accept the above terms and conditions.

Name : **Mohideen Naina Md S Marakayar**

Signature & date: _____



Offer: Computer Consultancy
Ref: TCSL/DT20184921776/Chennai
Date: 27/02/2019

Mr. Anthony Ravichandar
30/163Vannier Street,
Choolaimedu /Holy Cake,
Chennai-600094,
Tamil Nadu.
Tel# -8939123787

Dear Anthony Ravichandar,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184921776

1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- 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 ₹2,840/- 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 ₹1,400/- 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 ₹1,500/-. 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.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

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.

Loans

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

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.

Professional Memberships

You will be eligible for reimbursement of expense-s 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 50% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 10 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 ILP 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 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 of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

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

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.



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

At the time of your joining, photocopy of the following documents should be submitted.

- 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.

- Standard X and XII mark sheets equivalent

- Diploma certificate and mark sheets of all semesters

- Degree certificate and mark sheets for all semesters

- Birth Certificate / Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) 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. 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.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, 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

K Ganesan
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Anthony Ravichandar
Designation	Graduate Trainee
Institute Name	Patrician College Of Arts And Science

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

The Retainer/Consultant 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. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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.

10. 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. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



Offer: Computer Consultancy
Ref: TCSL/DT20185023520/Chennai
Date: 26/02/2019

Mr. Sriram P
No:8Parthasarathy Swamy Street,
Triplicane,
Chennai-600005,
Tamil Nadu.
Tel# 91-9841982329

Dear Sriram P,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20185023520

1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- 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 ₹2,840/- 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 ₹1,400/- 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 ₹1,500/-. 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.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

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.

Loans

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

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.

Professional Memberships

You will be eligible for reimbursement of expense-s 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 50% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 10 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 ILP 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 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 of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

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

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.



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

At the time of your joining, photocopy of the following documents should be submitted.

- 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.

- Standard X and XII mark sheets equivalent

- Diploma certificate and mark sheets of all semesters

- Degree certificate and mark sheets for all semesters

- Birth Certificate / Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) 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. 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.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, 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

K Ganesan
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Sriram P
Designation	Graduate Trainee
Institute Name	Patrician College Of Arts And Science

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

The Retainer/Consultant 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. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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.

10. 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. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



Offer: Computer Consultancy
Ref: TCSL/DT20185006924/Chennai
Date: 27/02/2019

Mr. Sanjeev
3/24Ponniyamman Kovil Street,
C.Pallavaram,
Chennai-600043,
Tamil Nadu.
Tel# 91-9941433466

Dear Sanjeev,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20185006924

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- 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 ₹2,840/- 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 ₹1,400/- 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 ₹1,500/-. 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.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

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.

Loans

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

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.

Professional Memberships

You will be eligible for reimbursement of expense-s 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 50% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 10 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 ILP 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 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 of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

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

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.



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

At the time of your joining, photocopy of the following documents should be submitted.

- 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.

- Standard X and XII mark sheets equivalent

- Diploma certificate and mark sheets of all semesters

- Degree certificate and mark sheets for all semesters

- Birth Certificate / Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) 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. 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.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, 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

K Ganesan
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Sanjeev
Designation	Graduate Trainee
Institute Name	Patrician College Of Arts And Science

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

The Retainer/Consultant 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. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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.

10. 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. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



Offer: Computer Consultancy
Ref: TCSL/DT20174009452/Chennai
Date: 26/02/2019

Mr. Bharath Kumar
894Maxworth Nagar 20th Street,
S.Kolathur, Kovilambakkam,
Chennai-600129,
Tamil Nadu.
Tel# 91-8220802270

Dear Bharath Kumar,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20174009452

1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- 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 ₹2,840/- 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 ₹1,400/- 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 ₹1,500/-. 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.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

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.

Loans

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

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.

Professional Memberships

You will be eligible for reimbursement of expense-s 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 50% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 10 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 ILP 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 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 of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

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

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.



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

At the time of your joining, photocopy of the following documents should be submitted.

- 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.

- Standard X and XII mark sheets equivalent

- Diploma certificate and mark sheets of all semesters

- Degree certificate and mark sheets for all semesters

- Birth Certificate / Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) 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. 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.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, 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

K Ganesan
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Bharath Kumar
Designation	Graduate Trainee
Institute Name	Patrician College Of Arts And Science

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

The Retainer/Consultant 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. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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.

10. 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. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



Offer: Computer Consultancy
Ref: TCSL/DT20184917987/Chennai
Date: 27/02/2019

Mr. Gokul M P
No 4/2617th Street, M.G.R Nagar,
Kottivakkam, S.R.P Tools,
Chennai-600041,
Tamil Nadu.
Tel# 91-9600855762

Dear Gokul M P,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184917987

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- 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 ₹2,840/- 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 ₹1,400/- 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 ₹1,500/-. 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.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

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.

Loans

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

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.

Professional Memberships

You will be eligible for reimbursement of expense-s 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 50% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 10 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 ILP 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 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 of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

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

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.



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

At the time of your joining, photocopy of the following documents should be submitted.

- 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.

- Standard X and XII mark sheets equivalent

- Diploma certificate and mark sheets of all semesters

- Degree certificate and mark sheets for all semesters

- Birth Certificate / Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) 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. 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.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, 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

K Ganesan
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 TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Gokul M P
Designation	Graduate Trainee
Institute Name	Patrician College Of Arts And Science

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

The Retainer/Consultant 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. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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.

10. 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. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

PATRICIAN COLLEGE – Adyar, Chennai

Dear Placement Team,

We are pleased to inform the below listed students have been shortlisted during the campus interview conducted on 15.02.2019. The final screening for the below will be taken place after their successful completion of the Final Degree examination with nil backlogs.

S. NO	ROLL NO.	NAME	MOBILE NO	EMAIL ID
1	16C213	S. PRINCY SOFIYA	7550191709	PRINCYSOFIYA30@GMAIL.COM
2	16G016	S.NIVETHA	7358576099	NIVEDHASEKAR50@GMAIL.COM
3	16G029	N.HEMALATHA	7299669207	HEMANARAYANAN13@GMAIL.COM
4	16C093	D.KUMUDHA	9080412217	KUMUDHA101998@GMAIL.COM
5	16C072	V.R.JEEVITHA	7904108672	JEEVITHARENUKEB@GMAIL.COM
6	16A004	ALWYN	9790995011 4	ALWYNHERBETRAJ1998@GMAIL.COM
7	16F064	L.RAGURAMAN	8610139475	RRANPAUL99@GMAIL.COM
8	16F066	K.P.AJAY PRASANTH	7845999742	AJAYPRASANTH28@GMAIL.COM
9	16C127	PORKESHWARAN.L	8056998797	PORKESHWARANU@GMAIL.COM
10	16C216	K.SANTHOSH	7395958676	SANTHOSHMOSSES1403@GMAIL.COM
11	16C002	M.ADHIKESAVAN	9003061847	ADHIKESAVAN.M1999@GMAIL.COM
12	16C150	M.RUBY	7338702271	RUBYRAEGAN07@GMAIL.COM
13	16C184	V.A.SYEDALI FATHIMA	8608980721	FATHIMAPARVEEN6467@GMAIL.COM
14	16C105	MARIA BRIGITTA.S	7358693214 9790270813	BRIGETTAJOHNM3@GMAIL.COM
15	16C173	R.SRIDAR	2	SRIDARRAJAN24@GMAIL.COM
16	16C153	K. SAI JASWANTH	9941686994	JEASHU7@GMAIL.COM
17	16C197	S.VINOTH KUMAR	7092917056	VINOTHKUMAR17181920@GMAIL.COM
18	16C165	SELVA KUMAR K	8608434322	SELVAAVLES5005@GMAIL.COM
19	16A026	HARIHARAN	9791057374	YUVARAJHARIHARAN48@GMAIL.COM
20	16A030	JASPER	9952919040	JASPERC45@ROCKETMAIL.COM
21	16A016	CHRIS	9791284144	CHRISLOUISWWW@GMAIL.COM
22	16D015	ELTON EVAN SABER	7708605455	FABERELTON@GMAIL.COM
23	16D012	DHILIP KUMAR . J	8838947139	DHILIPKUMAR0898@GMAIL.COM

Best Regards,

Adecco India – Chennai.





RE: Campus Hiring - Kotak Mahindra Bank Limited



Daniel.Wesley@kotak.com

Fri, 24 May 2019 4:25:20 PM +0530

"sourcehub" <sourcehub@patriciancollege.ac.in>

"Basiljohn.Mathew" <Basiljohn.Mathew@kotak.com>, "shriramnarasimhan0707" <shriramnarasimhan0707@gmail.com>

.nl

[Learn more](#)

Hi Jackline,

PFB the status of the candidates we met during our recruitment drive

NAME	CONTACT	MAIL ID	UG/PG DEGREE	SELECTED/REJECTED
JACKSON S	9940 4030 51	jsjack0725@gmail.com	B.SC(MATHS)	SELECTED
M RUBY VELANGANNI	7338702271	rubyraegan07@gmail.com	B.COM(G)	SELECTED
V A SYEDALI FATHIMA PRAVEEN	8608980721	fathimaparveen6467@gmail.com	B.COM(G)	SELECTED
N ASHWIN	7358340777	jamesashwin06@gmail.com	B.COM(G)	Selected - CANDIDATE DECLINED
RAHUL P	7708280143	ragulram02@gmail.com	M.A(ENGLISH)	REJECTED

Human Resources
- Talent Acquisition
Kotak Mahindra Bank Ltd.
Call: 9739705558
HR Query: <https://redscape.kotak.com/hr/home/pages/Home.aspx>

From: Basiljohn Mathew (Corporate, KMBL)
Sent: 15 May 2019 11:09

To: sourcehub@patriciancollege.ac.in
Cc: Daniel Wesley (Corporate, KMBL)
Subject: Campus Hiring - Kotak Mahindra Bank Limited

Hi Jackline/Priya,

Greetings from Kotak Mahindra Bank

As a part of our continuous strives to bring the top talent to our organization, we would like to hire Graduate Fresher's from 2019 batch of your college (Any Under Graduates).

Below is the Job Description for your reference and you can have a glance about our company here at

<https://www.kotak.com/en.html> **Kindly share the list of students showing interest to**

apply along with their % of marks scored /CGPI Job Description:



Department	Retail Liabilities - Sales
Location	Branches : Across Chennai (Tamil Nadu)
Level	Assistant Acquisition Manager – Sales ; M1 Grade
Reporting Relationships	Branch Sales Manager
CTC Offered	2.20 Lacs Per Annum
Job Role	<ul style="list-style-type: none">➤ To source customers for Current Account, Savings Account Products of the bank.➤ Customers to be sourced from individuals, small businesses, trusts, associations, societies, corporates.➤ Revenue Generation, Customer Acquisition, Customer Retention, Cost efficiency through Process
Job Requirement	<ul style="list-style-type: none">➤ Graduate Fresher's➤ Hardcore sales mentality. Primary motivation from achievement of targets. A hunter by orientation.➤ Should be well groomed and presentable with ambassadorship qualities.

Contact Person : John Mathew(9384 870 180)

Regards
Kotak
mahindr
Bank
Limited,
Mob:
9384
870 180

DISCLAIMER:

This communication is confidential and privileged and is directed to and for the use of the addressee only. The recipient if not the addressee should not use this message if erroneously received, and access and use of this e-mail in any manner by anyone other than the addressee is unauthorized. If you are not the intended recipient, please notify the sender by return email and immediately destroy all copies of this message and any attachments and delete it from your computer system permanently.

The recipient acknowledges that Kotak Mahindra Bank Limited may be unable to exercise control or ensure or guarantee the integrity of the text of the email message and the text is not warranted as to completeness and accuracy. Before opening and accessing the attachment, if any, please check and scan for virus.



Zilker Technology India Pvt. Ltd.

Dear Ashwin,

September 27, 2018

RE: Offer of Employment

Following our subsequent meetings, we are pleased to offer you the position of **Consultant Trainee**, with Zilker Technology. Heartiest congratulations and a warm welcome to Zilker family.

The Terms and conditions of your employment are as below:

1. Your "Annual Compensation" is attached herewith as in Annexure – A.
2. Your employment with us will be governed by terms and conditions which will be provided on your date of appointment.
3. You are required to join on or before **October 1, 2018** and the offer stands withdrawn thereafter unless the date is extended and communicated to you or by you in writing.

At the time of joining, you are requested to submit the copies of the documents as per Annexure – B.

As a token of acceptance, please confirm your acceptance of this offer, by signing and sending us back the scanned copy by email on or before **September 30, 2018**.

Feel free to write to us for any further HR queries.

Kindly note that the offer of appointment, is subject to satisfactory completion of your reference check.

We look forward to you having a long and fruitful relationship with Zilker Technology.

Regards,

For Zilker Technology India Pvt Ltd.

For ZILKER TECHNOLOGY INDIA PVT. LTD.

K. Siddharth
Director

Siddharth Kumar / Vignesh Mahalingam

Encl:

Annexure – A (Salary Structure)

Annexure – B (Document Check List)

3rd Floor, Kuppu Arcade, Old No.60, New No.4, Venkatnarayana Road, T. Nagar, Chennai-600017

Phone: (044)-48528384 / +91 9789919904 / +91 9940683288

CIN: U72900TN2016FTC113858



Zilker Technology India Pvt. Ltd.

Annexure - A

Salary Structure

Employee Name	Ashwin Desattan	
Employee Code		
Designation	Consultant Trainee - Quality Assurance	
Date of Joining		
Details of Compensation		
Break-up	Monthly	Annualized
Basic	12,500.00	150,000
House Rent Allowance	6,250.00	75,000
Special Allowance	3,500.00	42,000
Provident Fund		
Employer contribution	1,500.00	18,000
Total Gross Salary (A)	23,750.00	285,000
Annual Performance Linked Bonus (B)		15,000
Health/Accident Insurance (C)		27,313
Annual CTC (A+B+C)		327,313

3rd Floor, Kuppu Arcade, Old No.60, New No.4, Venkatnarayana Road, T. Nagar, Chennai-600017

Phone: (044)-48528384 / +91 9789919904 / +91 9940683288

CIN: U72900TN2016FTC113858



Zilker Technology India Pvt. Ltd.

Annexure – B

Document Check List

No	Details
1	HR Detail Form (attached)
2	Resume
3	Education Certificates
4	Professional Certifications
5	Previous Employment Certificates
6	Pay slip / Last Salary Drawn
7	Passport
8	Pan Card
9	Certificate Showing Proof of Age
10	Document Showing Blood Group

To be filled by candidate

I accept the above terms and conditions


Candidate signature

Date: 28/09/2018
Place: CHENNAI

#Recruitment# Patrician College Selects

MU

Muralimohan K

Thu, 20 Jun 2019 1:28:26 PM +0530

"sourcehub@patriciancollege.ac.in" <sourcehub@patriciancollege.ac.in> ,

"Priyajaculine@gmail.com" <Priyajaculine@gmail.com>

"Srinath Narayan Mani" <srinathnarayan.m@tcs.com>

🔒 TLS [Learn more](#)

Dear Madam,

Please find the below selects from Patrician College.

Name of Candidates	Contact No.	email	Highest Education	Name of Institution
RANJEETH.M.B	9710703679	adamranjith98@gmail.com	B.COM	Patrician College, Chennai
WYNFORD TRUTWEIN	8148801124	wynfordbradley@gmail.com	B.COM(G)	Patrician College, Chennai
KARTHIKEYAN.S	8610011750	karthikeyansubramai1947@mail.com	B.Sc	Patrician College, Chennai
JACKSON.S	9940403051	jsjack0275@gmail.com	B.Sc	Patrician College, Chennai
AUXILIA GRACY PETER .R	7299022096	rgracypeter@gmail.com	B.Sc	Patrician College, Chennai
NARESH. S	7395948514	newtonnaresh1988@gmail.com	BCA	Patrician College, Chennai
NITESH KUMAR.I	7401770309	nitesh817@gmail.com	BBA	Patrician College, Chennai
DION TERRANCE JAMES	8667333731	ambionj7@gmail.com	BBA	Patrician College, Chennai
IRWIN FERNANDO.B	8838615484	irwinhaker@gmail.com	B.Sc	Patrician College, Chennai
SHANKAR. T	7358534528	santoshsam311@gmail.com	B.COM	Patrician College, Chennai
S .MONISH Kiran	87783	monishpk98@gmail.com	BBA	Patrician College, Chennai

Regards,

Murali Mohan.K

Tata Consultancy Services,

9th Floor, III Phase, Spencer Plaza

Chennai - 600 002.

Landline: 044-61177014

Mailto: Muralimohan.k@tcs.comWebsite: <http://www.tcs.com>

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 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

OFFER LETTER

Ref:TM/MRF3154/REF4350

Oct 31, 2019

Ms. Soundariya P,
52/111 Ramaswamy Street,
Mannady,
Chennai, Tamil Nadu - 600001.

Dear Ms. Soundariya P

With reference to your application and the subsequent interview, we are pleased to **offer** the position of **Management Trainee** on the following terms and conditions:

1. Your employment will be effective from the date of your joining on **November 04, 2019** as discussed. Kindly confirm us on the date of joining.
2. Your remuneration in terms of cost to the company will be **Rs. 2,13,840/- (Two Lakh Thirteen Thousand Eight Hundred Forty Rupees Only)** per annum as discussed and agreed at the time of interview.
3. The detailed appointment letter with salary break up and other terms & conditions will be issued within 30 days from the date of your joining, after verification of documents submitted by you at the time of joining.
4. You will be posted at **Chennai**. You will attend to the work allotted to you or to carry out any other assignment entrusted to you from time to time. You may be transferred or sent on deputation anywhere in the country by us at our discretion. You should report to the specific office on the date indicated in the clause 1 by 9.00 am.
5. You will be on probation for a period of six months. Company, at its discretion, shall confirm your services based on your performance, evaluated based on the periodic appraisal conducted by the management.
6. Your appointment in all other respects will be subject to the terms and conditions of the employment as may be in force from time to time.
7. This is a full time position and you will not undertake any other part time assignment, either for remuneration or on honorary basis during the course of your employment with us.
8. You will maintain the absolute confidentiality regarding the affairs of the company.

Corporate Office:

Provisional Offer Letter

Ms/Mr K. Jayashree
has been provisionally selected for the post of Relationship Manager with the salary of
Rs 1,00,000 per month/ year, during the job fair organized by CII and Patrician
College of Arts and Science in association with CII-TITAN Model Career Centre held
at Patrician College of Arts and Science, Chennai on 15-02-2013 with immediate
effect.



Signature of the Employer

(with seal)

To

Ms/Mr K. Jayashree

FOR FURTHER INFORMATION PLEASE CONTACT


Employer Name R. Praveen Yes BRUN

HR Name R. Praveen

HR Phone Number & Mail Id: 9894021676

Provisional Offer Letter

Ms/Mr JAYASURAJ K
has been provisionally selected for the post of CALL CENTER with the salary of
Rs 15,500 per month/year during the job fair organised by CII and Patrician
College of Arts and Science in association with CII-TITAN Model Career Centre held
at Patrician College of Arts and Science, Chennai on: 16-03-2019 with immediate
effect.


Signature of the Employer

(with seal)

To

Ms/Mr JAYASURAJ K

TRIPPLIANE

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name AMTEX SOFTWARE SOLUTIONS (CPMCL)

HR Name RAMA

HR Phone Number & Mail Id. 73523 80119 / ramc @ amtexsystems.com

Provisional Offer Letter

Ms / Mr INBACHEZHIAN.P

EXECUTIVE

has been provisionally selected for the post of CUSTOMER CARE with the salary of Rs 10,000 per month/~~year~~, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.



Signature of the Employer

(with seal)

To

Ms/Mr _____

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name

ANSec Technologies Ltd

HR Name:

Selva Kumar

HR Phone Number & Mail Id:

8754499904




Confederation of Indian Industry

16th March 2019
Patrician College of Arts and Science

CONGRATULATION!

You have selected/shortlisted for the following companies (YES BANK)
M/S. JEEVITHA V.R.

Please be seated in auditorium for receive your Offer Letter


Signature of HR



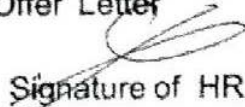
Confederation of Indian Industry

16th March 2019
Patrician College of Arts and Science
CONGRATULATION!

You have selected/shortlisted for the following companies

M/s. P. KARTHICK

Please be seated in auditorium for receive your Offer Letter


Signature of HR

Ex. 74:10 / B. Co. / Bagche



Confederation of Indian Industry

16th March 2019
Patrician College of Arts and Science
CONGRATULATION!

You have selected/shortlisted for the following companies

M/s. THILUCK SAIRAM. J

Please be seated in auditorium for receive your Offer Letter

Signature of HR



Date:

Dear

Miss. Praveena, I

Congratulations!!!

You have been short listed for the round of interview at our corporate office in Guindy, Chennai on 18/3/19 @09.30 am.

Talk Media Pvt.Ltd., established in August 2004 is a leading publisher of Talk Neighborhood Weeklies with 16 Branches in Chennai and publishing over 6,32,000 Copies a week.

Talk media, News Today, Maalai Sudar and Frontline Printers come under same Umbrella, with News Today and Maalai Sudar, who are Pioneers in Newspaper industry being in existence for more than decades.

Corporate Office Address:

Lotus Tower, No:85, Mount Road(GST Road), Chennai-32.
Nearest Landmark: Behind Klase Hotels & Diagonally opposite to Guindy Railway Station. Contact No **91766 14549**.

Kindly carry a copy of your resume while you come for the interview.

Wishing you all the very Best!

For TALK MEDIA PVT.LTD.


MURALI M
HEAD HR

Head office: TALK MEDIA (P) LTD., 85, LOTUS TOWER, MOUNT ROAD (GST Road), GUINDY, CHENNAI - 600032. ☎ 044 43904000 / 22500055 www.talkmedia.in

Adyar : 2440 4131	Nanganallur : 2224 8477	Velacheri : 4501 4000	Chrompet : 2241 3531	Tambaram : 4357 4555
Selaiyur : 2239 8201	Anna Nagar : 2615 0990	Perambur : 2551 4848	Mugappair : 4217 0990	Villivackam : 2615 0990
Ambattur : 2658 0333	T. Nagar : 4213 4500	Pilar : 2385 2369	Mylapore : 2466 1589	Vodapalani : 4213 6212
Kodamgakkam : 2372 1437	Porur : 2476 6111	Mambalam : 2471 5770	Madpakkam : 2224 8477	Perungalathur : 2239 8201

Date:

Dear

Mr. Kartikeyan, R

Congratulations!!!

You have been short listed for the round of interview at our corporate office in Guindy, Chennai on 18/3/19 @09.30 am.

Talk Media Pvt.Ltd., established in August 2004 is a leading publisher of Talk Neighborhood Weeklies with 16 Branches in Chennai and publishing over 6,32,000 Copies a week.

Talk media, News Today, Maalai Sudar and Frontline Printers come under same Umbrella, with News Today and Maalai Sudar, who are Pioneers in Newspaper industry being in existence for more than decades.

Corporate Office Address:

Lotus Tower, No:85, Mount Road(GST Road), Chennai-32.
Nearest Landmark: Behind Klase Hotels & Diagonally opposite to Guindy Railway Station. Contact No **91766 14549**.

Kindly carry a copy of your resume while you come for the interview.

Wishing you all the very Best!

For TALK MEDIA PVT.LTD.


MURALI M
HEAD HR

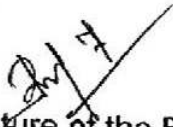
Head office: TALK MEDIA (P) LTD., 85, LOTUS TOWER, MOUNT ROAD (GST Road), GUINDY, CHENNAI - 600032. ☎ 044 43904000 / 22500055 www.talkmedia.in

Adyar : 2440 4131	Nanganallur : 2224 8477	Velacheri : 4551 4000	Chrompet : 2241 3331	Tambaram : 4357 4555
Selayur : 2239 8201	Anna Nagar : 2615 0990	Perambur : 2551 4848	Mugappair : 4217 0990	Vilivakkam : 2615 0990
Ambattur : 2058 0313	T Nagar : 4213 4500	Pillar : 2365 2389	Mylapore : 2466 1989	Vadapalani : 4213 6212
Kodambakkam : 2472 1437	Porur : 2476 6111	Mambalam : 2471 5770	Madipakkam : 2224 8477	Perungalathur : 2239 8201

Provisional Offer Letter

Ms/Mr KARTHICK R

has been provisionally selected for the post of Call Taker with the salary of Rs 13,520 per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.


Signature of the Employer
(with seal)

To

Ms/Mr KARTHICK R
GUINDY

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : Amtes Software Solutions (SPMCL, Egmore)

HR Name: RAMA

HR Phone Number & Mail Id: 7358380119 / rama@amtesystems.com

Provisional Offer Letter

Ms / Mr R. KARTHICK

has been provisionally selected for the post of Team lead with the salary of Rs 22,000 per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.

R. Karthick

Signature of the Employer

(with seal)

To

Ms/Mr R. Karthick

8072326939

KarthickRK142@gmail.com

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : R. KARTHICK

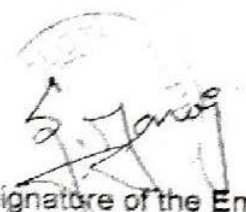
HR Name: S. Nishanth

HR Phone Number & Mail Id: 9944560596, S.nishanth93@familie

S. Nishanth

Provisional Offer Letter

Mrs / Mr Mohammed Dikkandar Basha S
has been provisionally selected for the post of fashion consultant with the salary of
Rs 10,000/- per month/ year, during the job fair organised by CII and Patrician
College of Arts and Science in association with CII-TITAN Model Career Centre held
at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate
effect.


Signature of the Employer
(with seal)

To
Mrs/Mr Mohammed Dikkandar Basha S
Brousalba Nagan, Kodungoor

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : OTTO Clothing Pvt Ltd

HR Name: Mr. Manoj

HR Phone Number & Mail Id: Manoj@ottoclothing.in Manoj@ottoclothing.in
8939817676, 8939817676



Provisional Offer Letter

Ms / Mr KARTHICK . R

has been provisionally selected for the post of CSO with the salary of
Rs RU 2 per month/ year, during the job fair organised by CII and Patrician
College of Arts and Science in association with CII-TITAN Model Career Centre held
at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate
effect.



Signature of the Employer
(with seal)

To

Ms/Mr KARTHICK . R

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : RHRD

HR Name: P. Arunkumar

HR Phone Number & Mail Id: 9080951322

Date:

Dear

Mr. Mohideen Naima MD Maralcaayan. S

Congratulations!!!

You have been short listed for the round of interview at our corporate office in Guindy, Chennai on 18/3/19 @09.30 am.

Talk Media Pvt.Ltd., established in August 2004 is a leading publisher of Talk Neighborhood Weeklies with 16 Branches in Chennai and publishing over 6,32,000 Copies a week.

Talk media, News Today, Maalai Sudar and Frontline Printers come under same Umbrella, with News Today and Maalai Sudar, who are Pioneers in Newspaper industry being in existence for more than decades.

Corporate Office Address:

Lotus Tower, No:85, Mount Road(GST Road), Chennai-32.
Nearest Landmark: Behind Klase Hotels & Diagonally opposite to Guindy Railway Station. Contact No **91766 14549**.

Kindly carry a copy of your resume while you come for the interview.

Wishing you all the very Best!

For TALK MEDIA PVT.LTD.


MURALI M
HEAD HR


Head office: TALK MEDIA (P) LTD., 85, LOTUS TOWER, MOUNT ROAD (GST Road), GUINDY, CHENNAI - 600032. ☎ 044 43904000 / 22500055 www.talkmedia.in

Adyar	: 2440 4131	Nanganallur	: 2224 8477	Velacheri	: 4501 4000	Chrompet	: 2241 3531	Tambaram	: 4357 4555
Selayur	: 2239 8201	Anha Nagar	: 2615 0990	Perambur	: 2551 4848	Mugappair	: 4217 0990	Vilivakkam	: 2615 0990
Arnbatur	: 2658 0533	T. Nagar	: 4213 4500	Pillar	: 2365 2389	Mylapore	: 2466 1989	Vadapalani	: 4213 6212
Kodambakkam	: 2372 1437	Porur	: 2476 6111	Mambalam	: 2471 5770	Madipakkam	: 2224 8477	Perungalathur	: 2239 8201

Provisional Offer Letter

Ms / Mr KAYATHRI S

has been provisionally selected for the post of Call Taker with the salary of Rs 13,520 per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.


Signature of the Employer
(with seal)

To

Ms/Mr KAYATHRI S
SALDAPET

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : AMTEX SOFTWARE SOLUTIONS PVT LTD

HR Name: RAMA MOHAN

HR Phone Number & Mail Id: 7358380119 / rama@amtexsystems.com

Provisional Offer Letter

Ms / Mr M. Harish

has been provisionally selected for the post of TEAM LEADER with the salary of Rs 22,000 per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.

M. Harish

Signature of the Employer

(with seal)

To

Ms/Mr M. HARISH

8072 870.592

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name :

HR Name: V. K. VISWANU

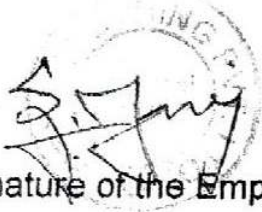
HR Phone Number & Mail Id: 9952233802

Harish

Provisional Offer Letter

Ms / Mr M. Harish

has been provisionally selected for the post of Fashion Consultant with the salary of Rs 10,000 / per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.



Signature of the Employer

(with seal)

To

Ms/Mr M. Harish
Besant Nagar

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : OTTO clothing Pvt Ltd

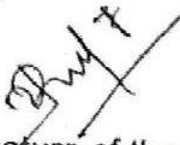
HR.Name: Mr. Manoj

HR Phone Number & Mail Id: Manoj@otto clothing .in, 893981767 , obji@otto clothing .in, 893981767

Provisional Offer Letter

Ms/Mr HARISH M

has been provisionally selected for the post of CALL TRAINER with the salary of Rs 13,520 per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.



Signature of the Employer

(with seal)

To

Ms/Mr HARISH M

BESANT NAGAR

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : Amtex Software Solutions (SPMCL, Egmore)

HR Name: RAMA

HR Phone Number & Mail Id: 7358380119 / rama@amtexsystems.com

Provisional Offer Letter

Ms / Mr M. HARTSH

has been provisionally ^{she should} selected for the post of CSO with the salary of Rs 9000 per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.



Signature of the Employer
(with seal)

To

Ms/Mr M. Harish

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : RMP

HR Name: Arun Kumar P

HR Phone Number & Mail Id: 9080951322

ate:

ear

Mr. Harish . M

ngratulations!!!

u have been short listed for the round of interview at our corporate office in
indy, Chennai on 18/3/19 @09.30 am.

k Media Pvt.Ltd., established in August 2004 is a leading publisher of Talk
ghborhood Weeklies with 16 Branches in Chennai and publishing over 6,32,000
ies a week.

c media, News Today, Maalai Sudar and Frontline Printers come under same
rella, with News Today and Maalai Sudar, who are Pioneers in Newspaper
stry being in existence for more than decades.

porate Office Address:

s Tower, No:85, Mount Road(GST Road), Chennai-32.
est Landmark: Behind Klase Hotels & Diagonally opposite to Guindy Railway
on. Contact No **91766 14549**.

ly carry a copy of your resume while you come for the interview.

ing you all the very Best!

TALK MEDIA PVT.LTD.


ALIM
D HR

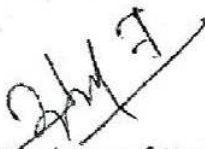
Head office: TALK MEDIA (P) LTD., 85, LOTUS TOWER, MOUNT ROAD (GST Road), GUINDY,
CHENNAI - 600032. ☎ 044 43904000 / 22500055 www.talkmedia.in

Myer : 2440 4131 Nanganallur : 2224 8477 Velacheri : 4501 4000 Chrompet : 2241 3331 Tambaram : 4357 4555
Koyur : 2239 8201 Anna Nagar : 2615 0990 Perambur : 2551 4848 Mugappair : 4217 0990

Provisional Offer Letter

Ms / Mr NARESH S

has been provisionally selected for the post of Call Taker with the salary of Rs 13,520 per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.


Signature of the Employer
(with seal)

To

Ms/Mr NARESH S

ROYAPURAM

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : AMTEX SOFTWARE SOLUTIONS PVT LTD


HR Name: RAMA MOHAN

HR Phone Number & Mail Id: 73483 80119 / rama@amtexsystems.com

Provisional Offer Letter

Ms / Mr ARUN T

has been provisionally selected for the post of Call Taker with the salary of Rs 13,520 per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.


Signature of the Employer
(with seal)

To

Ms/Mr ARUN T
ADYAR

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : AMTEX SOFTWARE SOLUTIONS PVT LTD (SPMLR)

HR Name: RAMA

HR Phone Number & Mail Id: 73583 80119 / RAMA @ amtexsystems.com

Provisional Offer Letter

Ms/Mr KAVIYA. S

has been provisionally selected for the post of TEAM LEADER with the salary of Rs 22,000 per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.

Signature of the Employer

(with seal)

To

Ms/Mr KAVIYA. S

7395914290

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name :

HR Name:

VISHNU. V.K

HR Phone Number & Mail Id: 9952233802

Vishnu V.K.

Provisional Offer Letter

Ms / Mr Jeebin Pruskal . A

has been provisionally selected for the post of VPM with the salary of Rs 121000 /per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.



Signature of the Employer
(with seal)

To

Ms/Mr Jeebin Pruskal . A
7904485257

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : YES Bank Ltd.

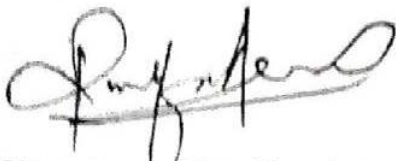
HR.Name: Prasanna R

HR Phone Number & Mail Id: 9884027626

Provisional Offer Letter

Ms / Mr Kaviraj . S

has been provisionally selected for the post of VPM with the salary of Re 12,000 per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.



Signature of the Employer
(with seal)

To
Ms/Mr Kaviraj . S
73959 14290

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : Yes bank Ltd.

HR Name: Prasanna . R

HR Phone Number & Mail Id: 98840 27 626

SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: PATRICIAN COLLEGE OF
ARTS & SCIENCE

Date: 16th - MAR '18

Dear MDULANA MANSOOR AHMED.N

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc) -
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland



Authorized Signatory

Candidate Acceptance

Provisional Offer Letter

Short listed for next round

Ms / Mr Moulana Mansoor Ahmed.A

has been provisionally selected for the post of Data base with the salary of Rs _____ per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.

Shiridy

Signature of the Employer

(with seal)



To

Ms/Mr MOULANA MANSOOR AHMED.A
9677139931/8825743773

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name

Gritys Technologies Pvt Ltd.

HR Name: Naveen Anbalagan

HR Phone Number & Mail Id: 9944335251 & info@gritys.com

Provisional Offer Letter

Ms/Mr Moulana Mansoor Ahmed. N

has been provisionally selected for the post of Ta. S/W Developer with the salary of Rs 15,000 CTC per month/ year, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.



Signature of the Employer

(with seal)

To

Ms/Mr Princy Moulana Mansoor Ahmed. N
9884168636

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : Sunoida Solutions Pvt Ltd

HR Name: Princy

HR Phone Number & Mail Id: 9884168636

Careers @ sunoida.com

Provisional Offer Letter

Ms / Mr SHYAMAMOL.S

has been provisionally selected for the post of CUSTOMER CARE ^{EXECUTIVE} with the salary of Rs 10,000 per month/~~year~~, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.



Signature of the Employer

(with seal)

To

Ms/Mr _____

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : Allsec Technologies Ltd.

HR Name: Selvakumar

HR Phone Number & Mail Id: 875449904

Provisional Offer Letter

Ms / Mr SRIRAM.P

has been provisionally selected for the post of CUSTOMER CARE ^{EXECUTIVE} with the salary of Rs 10,000 per month/-~~year~~, during the job fair organised by CII and Patrician College of Arts and Science in association with CII-TITAN Model Career Centre held at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate effect.



Signature of the Employer

(with seal)

To

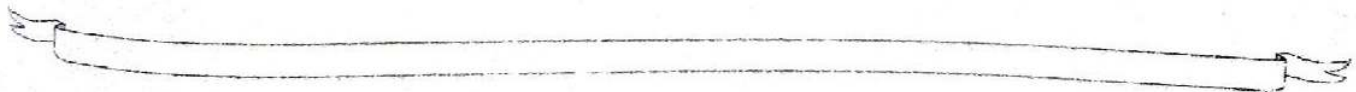
Ms/Mr _____

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : Allsec Technologies Ltd

HR Name: Selvakumar

HR Phone Number & Mail Id: 87544 99904





Confederation of Indian Industry

16th March 2019
Patrician College of Arts and Science
CONGRATULATION!

You have selected/shortlisted for the following companies

M/s. Alisgarh

Please be seated in auditorium for receive your Offer Letter

Signature of HR

PH: 1012/200

Provisional Offer Letter

Ms / Mr Aliasgar Kuthudalin Sarker wala
has been provisionally selected for the post of Tn - S/w Devlop^{er} with the salary of
Rs 15000/- per month/ year, during the job fair organised by CII and Patrician
College of Arts and Science in association with CII-TITAN Model Career Centre held
at Patrician College of Arts and Science, Chennai on 16-03-2019 with immediate
effect.



Signature of the Employer

(with seal)

To

Ms/Mr Mr. Aliasgar Kuthudalin Sarker wala

FOR FURTHER INFORMATION, PLEASE CONTACT

Employer Name : Sunoida Solutions

HR Name: Princy

HR Phone Number & Mail Id: 9884168636

Careers @ Sunoida.com

LETTER OF INTENT

Name: ALIASGAR KUTBUDDIN SAKARWALA

Dear ALIASGAR

Congratulations!!!

With utmost pleasure, we would like to inform that you have been selected for the position of ASSOCIATE RELATIONSHIP OPERATION with Autosense Private Limited. Your tentative date

Of joining will be 5- April-19. The DOJ is subject to change due to operational contingencies or arrangements. We will keep you posted well in advance in case of any changes.

The compensation offered is INR 10,000/- Gross per month. Net take home is subject to statutory deductions e.g. ESIC, PF, Professional tax, income tax & Labour Welfare Fund).

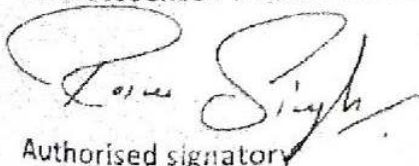
Following documents are mandatory at the time of joining:

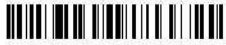
1. Qualification Documents
2. Address proof (Aadhar Card, Voter's ID Card, Passport)
3. ID Proof (Pan Card)
4. Past Experience/Relieving Letters
5. 4 Passport Size photographs

NOTE: You will be under training & certification phase initially starting from your date of joining. Upon certification your offer will be confirmed, and you will be paid from the date of joining. In case you fail in the certification test you shall not be paid for any of the days of training & certification phase and eventually your employment will get terminated with immediate effect. The duration of certification phase is subject to vary from process to process.

Thank you for showing interest in Autosense Private Limited. We are looking forward to a successful & long term professional bonding with you.

For AutoSense Private Limited


Authorised signatory



HRD/2T/12943273/19-20

Ms. Abinaya B
Candidate ID: 12943273
No 2B First Cross Street Venkateshwara Nagar
Perungudi
Chennai - 600096
Tamil Nadu
India
Ph: (91) 73972 48183

September 12, 2019

Dear Abinaya,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

HRD/2T/12943273/19-20

Ms. Abinaya B
Candidate ID: 12943273
No 2B First Cross Street Venkateshwara Nagar
Perungudi
Chennai - 600096
Tamil Nadu
India
Ph: (91) 73972 48183

September 12, 2019

Dear Abinaya,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **December 16, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

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askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

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

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

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

Transfer

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

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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

Passport & Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

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

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

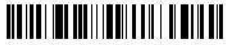
You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at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

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

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Abinaya B			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12943209/19-20

Mr. Ali Asger M Dhorajiwala
Candidate ID: 12943209
No 1 /1 Pannerselvam Lane Mannadi
Mannady Street,Parrys
Chennai - 600001
Tamil Nadu
India
Ph: (91) 84388 86100

September 12, 2019

Dear Ali Asger,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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Bangalore 560 100, India
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www.infosys.com

HRD/2T/12943209/19-20

Mr. Ali Asger M Dhorajiwala
Candidate ID: 12943209
No 1 /1 Pannerselvam Lane Mannadi
Mannady Street,Parrys
Chennai - 600001
Tamil Nadu
India
Ph: (91) 84388 86100

September 12, 2019

Dear Ali Asger,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **December 16, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

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

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

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

Transfer

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

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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

Passport & Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

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

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Mr. Ali Asger M Dhorajiwala			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
MONTHLY GROSS SALARY	16,162			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,630			
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TOTAL GROSS SALARY	18,581			
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12943206/19-20

Ms. Ammu B
Candidate ID: 12943206
No 1/474, Vembuli Amman Kovil Street
Kottivakkam
Chennai - 600041
Tamil Nadu
India
Ph: (91) 98845 03314

September 12, 2019

Dear Ammu,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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HRD/2T/12943206/19-20

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September 12, 2019

Dear Ammu,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **December 16, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

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

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

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

Transfer

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

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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

Passport & Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

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

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

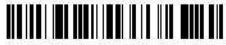
You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at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

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

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Ammu B			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
MONTHLY GROSS SALARY	16,162			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
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Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
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* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12943257/19-20

Mr. Bharath Kumar R.
Candidate ID: 12943257
#894, Max worth Nagar 20Th Street,
S.Kolathur, Kovilambakkam
Chennai - 600129
Tamil Nadu
India
Ph: (91) 90034 83349

September 12, 2019

Dear Bharath,

Welcome to Infosys!

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

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

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

Warm regards,

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September 12, 2019

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Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **December 16, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

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Compensation and Benefits

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You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

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Background checks

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

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

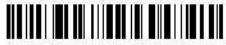
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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations,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

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Mr. Bharath Kumar R			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
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Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
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* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12943208/19-20

Ms. Roseline Priyanka J
Candidate ID: 12943208
32/155 Valmiki Street
Thiruvanniyur
Chennai - 600041
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India
Ph: (91) 63802 10191

September 12, 2019

Dear Roseline,

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

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

Warm regards,

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EVP and Head Human Resources – Infosys Limited

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September 12, 2019

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Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **December 16, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

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

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

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

Transfer

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

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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

Passport & Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

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

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Roseline Priyanka J			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12943258/19-20

Mr. Sriram P
Candidate ID: 12943258
No.8 Parthasarathy Swamy Street
Triplicane
Chennai - 600005
Tamil Nadu
India
Ph: (91) 73974 12563

September 12, 2019

Dear Sriram,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
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HRD/2T/12943258/19-20

Mr. Sriram P
Candidate ID: 12943258
No.8 Parthasarathy Swamy Street
Triplicane
Chennai - 600005
Tamil Nadu
India
Ph: (91) 73974 12563

September 12, 2019

Dear Sriram,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **December 16, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

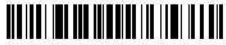
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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations,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

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Mr. Sriram P			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
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TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12943256/19-20

Mr. Maria Wilfred Robin J
Candidate ID: 12943256
No: 7/10 ,1St Street, S K P Puram,

September 12, 2019

Chennai - 600028
Tamil Nadu
India
Ph: (91) 73586 24060

Dear Maria,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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HRD/2T/12943256/19-20

Mr. Maria Wilfred Robin J
Candidate ID: 12943256
No: 7/10 ,1St Street, S K P Puram,

September 12, 2019

Chennai - 600028
Tamil Nadu
India
Ph: (91) 73586 24060

Dear Maria,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **December 16, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

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

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

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

Compensation and Benefits

Salary

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

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You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

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

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

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

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Mr. Maria Wilfred Robin J			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
MONTHLY GROSS SALARY	16,162			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
FIXED GROSS SALARY (1+2+3)	18,581			
TOTAL GROSS SALARY	18,581			
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



May 1, 2019

Mr. Ashok Kumar A
HR / ADMIN
Chennai

Dear Ashok Kumar A,

COMPENSATION REVISION WITH EFFECT FROM 1-5-2019

As an Organization that believes in a transparent Compensation & Benefit policy that directly links achievement of objectives with revision in compensation, we are pleased to roll out Compensation Revision with effect from 1st May 2019.

After accounting your performance for the year, your annual compensation has been revised to **INR 2,00,696/- per annum (Rupees Two Lakh Six Hundred and Ninety Six Only)**. The detailed break-up of the same is given in the annexure.

Please note that information pertaining to your compensation is strictly personal and confidential between you and the Company and hence request you to refrain from discussing/comparing the same with your colleagues. Any deviation in this regard would be considered as serious breach of trust.

All other current service conditions will continue to be the same till specifically modified through any future communication.

We request you to acknowledge receipt of this letter by returning the duplicate copy duly signed.

Best Regards,



Ravichandran Chitra
Managing Director

Annexure

SALARY STRUCTURE	
Name	Ashok Kumar A
Designation	HR / ADMIN

Component	Revised Compensation with effect from 1/5/2019 INR	
	INR (Monthly)	INR (Yearly)
Basic	6,400	76,800
HRA	2,560	30,720
Other Allowance	5,640	67,680
Statutory Bonus	1,400	16,800
Gross Pay	16,000	1,92,000
Gratuity (As per provisions of Gratuity Act)	308	3,696
Group Medical/Personal Accident Insurance	-	5,000
Annual Compensation	16,308	2,00,696

The above remuneration will be subject to deduction of tax at source as per the Income Tax Act and Rules, as applicable from time to time.



Date: 13-Dec-18

Mr. Rajasekar Raja
#12C/34, R K Nagar, 1st Street,
Korukkupet,
Chennai - 600021

Emp. ID: 7080

LETTER OF APPOINTMENT

Dear Rajasekar,

Further to your application and interview with the Company, we are pleased to appoint you with CMA CGM Shared Service Centre (India) Pvt. Ltd.

1. Job Title : Executive - Operations Support
2. Date Of Joining : 13-Dec-18
3. Place of Work :

You will be based in Chennai. However, your services may be transferred on part time / full time basis to any other Department / Division of the Company, anywhere in India or abroad. You may also be assigned such other duties, as may become necessary at the sole discretion of the Senior Management, in any branch or office of the Company and / or its subsidiaries or associate companies situated anywhere in India or abroad.

4. Probation :

You will serve a probation period of six months. The Company at its discretion may extend this probation period for a further period of upto six months. Upon successful completion of the probation period, your employment will be confirmed by the Company in writing. Once you have satisfactorily completed your probation period, you will be entitled to the benefits and facilities available to the regular employees of the Company.

5. Salary : Please refer Annexure -1

6. Taxation :

Income-tax, Profession Tax and other statutory deductions will be made as per rules / laws applicable. You will solely be responsible for payment of all such taxes, penalties thereon and other dues payable in connection with the remuneration paid by the Company to you.

A
CMA CGM SHARED SERVICE CENTRE (INDIA) PVT. LTD.

Subsidiary of CMA CGM S.A France

Chennai : Regd / Corporate Office : 8th Floor, Ambit IT Park, 32 A&B, Ambattur Industrial Estate, Chennai - 600 058, India. Tel. : +91 - 44 - 49531555

Mumbai 1: 2nd Floor, B - Wing, TRIL 4, Infinity IT Park, Dindoshi, Malad (East), Mumbai - 400 097, India. Tel. : +91 - 22 - 40955600

Mumbai 2: 3rd Floor, D-3, Kalpataru Prime, Road No.16, Wagle Industrial Estate, Panchpakhadi Village, Thane (West) - 400 604, India. Tel. : +91 - 22 - 49355600

CIN : U63090TN2005PTC092390 | www.cma-cgm.com

Letter of Appointment

Date: 23/SEP/2019

To,

PRAKASH A
No:30/26, V O C Nagar,
Pullianthope,
Chennai-600012.

Sub: Appointment Order

Dear Prakash,

We are pleased to have you appointed in our organization as
"INTERN - TRANSACTION" w.e.f **"23rd SEPTEMBER 2019"**. You will be based in our
Chennai office.

You are required to agree to the special terms and conditions as described in
Annexure – A1. You will be paid gross emoluments as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in
Annexure – B.

Your offer has been made based on information furnished by you. However if there is a
discrepancy in the copies of documents or certificates given by you as a proof of above we retain
the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.


Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We
are confident that your contribution will take us further in our journey towards becoming world
leaders. We assure you of our support for your professional development and growth.

Our motto, Fuel Your Growth!

Yours truly,

For Global Healthcare Billing Partners Pvt Ltd.


Vijay Senthil V S
Senior Manager – Human Resources

**Global Healthcare Billing Partners Pvt Ltd.**

Block A, #70, Ritherdon Road, Vepery, Chennai - 600 007.
Tel : (+91) 44 45558333, Email : contact@ghcbp.com

OFFER LETTER

Mr. Margreat Angelin M,

11th May 2018

No.13, 1st Cross Street, Sri raman salai, Thanikachalamnagar, Ponniammanmedu, Chennai - 600110

Dear Margreat Angelin M,

Further to our discussions, we have pleasure in giving you an offer in our organization as **Management Trainee**.

This offer takes effect from your date of joining on or before **14th May 2018**.

This offer will be subject to the Standard Terms and Conditions of Employment by Momomal InfoSolutions Pvt Ltd.

Your compensation package would be Rs. **1, 60,000 PA** (One Lakh Sixty Thousand Only)

As per organization policy, the probation period applicable to you shall be six (6) months. During probation, the period of notice required for resignation on either side. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Kindly sign a copy of this letter as a token of your acceptance of this offer within 7 days from the date written above post which this offer stands withdrawn. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Warm Regards,



Suresh Kumar
Operational Head

Enclosure: Letter of Assignment
I accept the above offer:

Name

Signature / Date

Momomal info Solutions Pvt Ltd
No.37, Mowbrays Road,
Teynampet, Chennai - 600018,
Tamilnadu.

☎ 044 - 39592266

✉ info@momomal.com

OfferLetterFeb-
201910837

February
01,2019

Chrisma
Jeyachandran
Chennai.

OfferLetter

Dear
Chrisma,

Congratulations! We are pleased to offer you the position of **HR Trainee** at AGS Health Private Limited.

Your annual cost to company (CTC) would be ₹ **.187200**. In addition to this, you will also be eligible for a performance based incentive up to ₹ **.102000 per annum**, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.'

Your base location will be at Chennai. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings.

We request you to join us on or before **February 01,2019**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

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

Sincerely,

**Jothish Gopinathan General Manager
Talent Acquisition**

Acceptance of Invite: I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

To

SBBE Date: 1/8/2018

S.T Suchitra
No 50, Eagappan Street,
Old Washermenpet,
Chennai - 600021.

Respected Madam,

We are glad to inform you that you are appointed in our school as
Social Worker and you can join duty on 1st August 2018.

Wishing you all the best.

Yours truly,

For AVVAI KAPAGAM

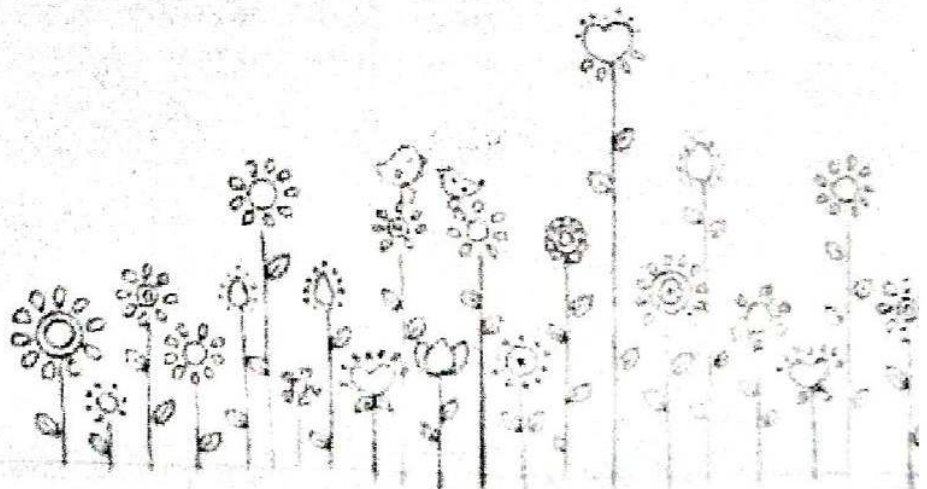
P. Nagarajan
Principal

SBBE

Proprietor: Dr. Vijaya Raveesh
Secretary: S. Srinivasan
Trustee: Rajagopal Mohan

Manager: C. Mahalingam Ammal and
Thangapoor Nadar Educational Trust

No. 77B, Triplicator High Road,
Chennai - 600 061
Phone: 4-2921 1420
www.avvai-kapagam.com
Email: avvai-kapagam@gmail.com





CHRIST ACADEMY P.U. COLLEGE

Christ Academy P.U. College, Bangalore
1388

Letter of Appointment

4th June 2018

Ms. Ludhiya Mary K M
#107, SMR Flora Apartments,
Behind HDFC Bank
Bommanahalli,
Bangalore - 560068

Sub: Appointed as Counsellor for Junior College.

Ms. Ludhiya Mary K M,

With reference to your recent interview for the post of Counsellor at our Christ Academy Junior College, we are hereby pleased to offer you the position in our Institution effective from 4th June 2018.

An official confirmation of your appointment letter will be handed over to you at the time of joining the Institution.

Kindly acknowledge your consent of offer.

Thanking you,

Fr. Antony CMI

Administrator

1388

Candidate Name & Signature

0388

May 1, 2019

Mr. Ashok Kumar A
HR / ADMIN
Chennai

Dear Ashok Kumar A,

COMPENSATION REVISION WITH EFFECT FROM 1-5-2019

As an Organization that believes in a transparent Compensation & Benefit policy that directly links achievement of objectives with revision in compensation, we are pleased to roll out Compensation Revision with effect from 1st May 2019.

After accounting your performance for the year, your annual compensation has been revised to **INR 2,00,696/- per annum (Rupees Two Lakh Six Hundred and Ninety Six Only)**. The detailed break-up of the same is given in the annexure.

Please note that information pertaining to your compensation is strictly personal and confidential between you and the Company and hence request you to refrain from discussing/comparing the same with your colleagues. Any deviation in this regard would be considered as serious breach of trust.

All other current service conditions will continue to be the same till specifically modified through any future communication.

We request you to acknowledge receipt of this letter by returning the duplicate copy duly signed.

Best Regards,



Ravichandran Chitra
Managing Director

0388

Date: 13-Dec-18

Mr. Rajasekar Raja
#12C/34, R K Nagar, 1st Street,
Korukkunet,
Chennai - 600021

Emp. ID: 7080

LETTER OF APPOINTMENT

Dear Rajasekar,

Further to your application and interview with the Company, we are pleased to appoint you with CMA CGM Shared Service Centre (India) Pvt. Ltd.

1. Job Title : Executive - Operations Support
2. Date Of Joining : 13-Dec-18
3. Place of Work .

You will be based in Chennai. However, your services may be transferred on part time / full time basis to any other Department / Division of the Company, anywhere in India or abroad. You may also be assigned such other duties, as may become necessary at the sole discretion of the Senior Management, in any branch or office of the Company and / or its subsidiaries or associate companies situated anywhere in India or abroad.

4. Probation :

You will serve a probation period of six months. The Company at its discretion may extend this probation period for a further period of upto six months. Upon successful completion of the probation period, your employment will be confirmed by the Company in writing. Once you have satisfactorily completed your probation period, you will be entitled to the benefits and facilities available to the regular employees of the Company.

5. Salary : Please refer Annexure -1**6. Taxation :**

Income-tax, Profession Tax and other statutory deductions will be made as per rules / laws applicable. You will solely be responsible for payment of all such taxes, penalties thereon and other dues payable in connection with the remuneration paid by the Company to you.

CMA CGM SHARED SERVICE CENTRE (INDIA) PVT LTD
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CIN : U63090IN2005PTC092390 | www.cma-cgm.com



Global

Letter of Appointment

818E

Date: 23/SEP/2019

To,

PRAKASHA

Senior System Analyst
Billing Partners
Chennai Office

Sub: Appointment Order

Dear Prakash,

We are pleased to have you appointed in our organization as **"INTERN - TRANSACTION"** w.e.f **"23rd SEPTEMBER 2019"**. You will be based in our Chennai office.

You are required to agree to the special terms and conditions as described in Annexure - A. You will be paid gross emoluments as detailed in Annexure - A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure - B.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.


We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Our motto, Fuel Your Growth!

818E

Yours truly,

For Global Healthcare Billing Partners Pvt Ltd.


Vijay Senthil V S
Senior Manager - Human Resources



Global Healthcare Billing Partners Pvt Ltd.

Block A, #70, Ritherdon Road, Vepery, Chennai - 600 007.

Tel : (+91) 44 45558333, Email : contact@ghcbp.com