

PERSONNEL DEPT.

PER/HRD/REC/ 54 /2014-15

DATE: 07.08.2014

To,

Mr. /Ms. JITHIN SHAJI  
CHELACKAL (H)  
KONNATHADY P O  
IDUKKI  
PIN - 685 563.

Dear JITHIN SHAJI,

Sub: Campus Recruitment of Pro. Clerks

Welcome to South Indian Bank!!

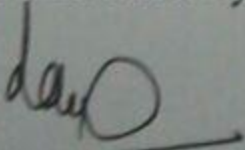
We are delighted to hear your willingness to join us. We are confident that your knowledge skills and dedication can contribute significantly to this great organization. We look forward for your valuable contributions to the exciting and challenging opportunities awaiting in your career with us.

As the next step of the recruitment process, you will be acquainted with the functioning of our bank through an induction training programme. On completion of the joining formalities, appointment order will be issued to you during the course of induction training programme subject to medical fitness. The schedule for the induction training programme will be informed to you shortly.

We would be glad to see you grow and develop as an outstanding banker with a high level of dedication and enthusiasm. I hope that you will find your work to be rewarding, challenging, and meaningful, in the days to come.

Wishing you the very best,

Yours sincerely



PAUL V L  
GENERAL MANAGER



November 24, 2014

Dear Mr. Lalkrishna B,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student – Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First year	11,500/- (*)
Second year	14,000/- (*)
Third year	19,000/- (*)
Fourth year	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

You are also entitled to unique Benefits as mentioned below:

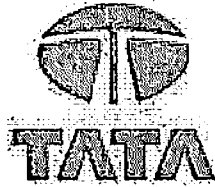
Confidential

Ref No-WASE127940224196999605269850

Page 1

**Wipro Limited**

Regd. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India Tel: 91-80-2844 0011-15, Fax: 91-80-2844 0255 [www.wipro.com](http://www.wipro.com)



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20142622128/Trivandrum**  
**Date: 13/02/2015**

**Mr. Vishnu Shaji**

Peechiyil House, Pindimana Po, Pin: 686692, Kothamangalam Alinchuvadu, Pindimana,  
Kottekavu Temple, Kurumattom,  
Emakulam-686692,  
Kerala.  
Tel# 91-9947819788

Dear Vishnu Shaji,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee in Grade YG**. Your gross salary including all benefits will be **₹1,86,002/-** per annum, as per the terms and conditions set out herein.

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

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

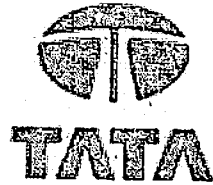
**TCS Confidential**  
**TCSL/DT20142622128**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
Vismaya Building 6th Floor, Infopark, Kuzhunnigudi PO, Kochi 682 030 India  
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com  
Registered Office: Nival Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service line: 1800 209 9111 Email: careers@tcs.com

0484 6645000

14-15



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20142517316/Trivandrum**  
**Date: 13/02/2015**

Mr. Jestin George  
Padinjaremathekal (H) Inthathotty,  
Inthathotty,  
Kothamangalam-686681,  
Ernakulam.  
Tel# 91-8547826157

Dear Jestin George,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee in Grade YG**. Your gross salary including all benefits will be **₹1,86,002/-** per annum, as per the terms and conditions set out herein.

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

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

**TCS Confidential**  
**TCSL/DT20142517316**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
Vismaya Building 6th Floor, Infopark, Kurumaganji PO, Kochi 682 030 India  
Tel: 0484 654 5000 Fax: 0484 664 5255 Website: www.tcs.com  
Registered Office: Karmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



14-15

February 23, 2015.

Dear Yedu Anand Ns,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student – Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs.75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs.60,000 to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First year	11,500/- (*)
Second year	14,000/- (*)
Third year	19,000/- (*)
Fourth year	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs.1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

Ref No: WASE8453889946042788

Page 1

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054  
Website: [www.wipro.com](http://www.wipro.com), Email: [info@wipro.com](mailto:info@wipro.com), CIN No. L32102KA1945PLC020800



14-15

February 23, 2015

Dear Midhun Thomas,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student – Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs.75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs.60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First year	11,500/- (*)
Second year	14,000/- (*)
Third year	19,000/- (*)
Fourth year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs.1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

Ref No: WASE8453549562329049

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054  
Website: [www.wipro.com](http://www.wipro.com), Email: [info@wipro.com](mailto:info@wipro.com), CIN No. L32102KA1945PLC020800

Page 1



14-15

February 23, 2015

Dear Nikhil Belji,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student – Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs.75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs.60,000 to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First year	11,500/- (*)
Second year	14,000/- (*)
Third year	19,000/- (*)
Fourth year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs.1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

Ref No: WASE8453419400847724

Page 1

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054  
Website: [www.wipro.com](http://www.wipro.com), Email: [info@wipro.com](mailto:info@wipro.com), CIN No. L32102KA1945PLC020800



INVESTNET

Name : ARATHY SURESH  
Roll No :  
Semester :  
Branch of Specialization : M.COM  
College Name : NIRMALA COLLEGE, MUVATTUPUZHA

May 27, 2015

### PRELIMINARY OFFER LETTER

Dear

CONGRATULATIONS!!

In furtherance to your remarkable performance during our Campus drive May 27, 2015, we are pleased to offer you an employment with **Investnet Asset Management India Pvt Ltd.**

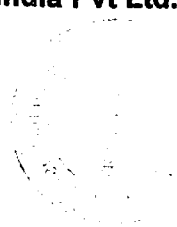
The salient points of the offer are given below:

1. You will be designated as **Analyst L2**.
2. You will be entitled to receive a CTC of **INR 2,29,000/-** annum.
3. Your work location will be at Investnet, Trivandrum office.
4. The acceptance of this offer can be communicated to us within seven days of the receipt of this offer by signing and sending us the copy of this letter.
5. Upon your acceptance of the preliminary offer letter, we will be issuing a detailed offer letter stating the terms and conditions of employment.
6. The validity of this offer of Employment is subject to your successful completion of all curricular requirements as laid down by the university/ institution for the award of degree.

We look forward for a long standing relationship.

**For Investnet Asset Management India Pvt Ltd.**

  
**Ajit Kumar KV**  
Executive Vice President







ENVESTNET®

May 27, 2015

Name : ASWATHY GOPALAN  
Roll No : 130011019795  
Semester : IV Semester  
Branch of Specialization : M.COM  
College Name : NIRMALA COLLEGE, MUVATTUPUZHA

## PRELIMINARY OFFER LETTER

Dear

CONGRATULATIONS!!

In furtherance to your remarkable performance during our Campus drive May 27, 2015, we are pleased to offer you an employment with **Envestnet Asset Management India Pvt Ltd.**

The salient points of the offer are given below:

1. You will be designated as **Analyst L1**.
2. You will be entitled to receive a CTC of **INR 1,97,000/-** annum.
3. Your work location will be at Envestnet, Trivandrum office.
4. The acceptance of this offer can be communicated to us within seven days of the receipt of this offer by signing and sending us the copy of this letter.
5. Upon your acceptance of the preliminary offer letter, we will be issuing a detailed offer letter stating the terms and conditions of employment.
6. The validity of this offer of Employment is subject to your successful completion of all curricular requirements as laid down by the university/ institution for the award of degree.

We look forward for a long standing relationship.

**For Envestnet Asset Management India Pvt Ltd.**

**Ajit Kumar KV**  
Executive Vice President



**ASWATHY GOPALAN**



ENVESTNET®

May 27, 2015

Name : RESHMA SORLY  
Roll No :  
Semester :  
Branch of Specialization : M.C om  
College Name : Nirmala College Moova thupuzha

**PRELIMINARY OFFER LETTER**

Dear

CONGRATULATIONS!!

In furtherance to your remarkable performance during our Campus drive May 27, 2015, we are pleased to offer you an employment with **Envestnet Asset Management India Pvt Ltd.**

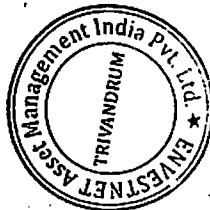
The salient points of the offer are given below:

1. You will be designated as **Analyst L1.**
2. You will be entitled to receive a CTC of **INR 1,97,000/-** annum.
3. Your work location will be at Envestnet, Trivandrum office.
4. The acceptance of this offer can be communicated to us within seven days of the receipt of this offer by signing and sending us the copy of this letter.
5. Upon your acceptance of the preliminary offer letter, we will be issuing a detailed offer letter stating the terms and conditions of employment.
6. The validity of this offer of Employment is subject to your successful completion of all curricular requirements as laid down by the university/ institution for the award of degree.

We look forward for a long standing relationship.

**For Envestnet Asset Management India Pvt Ltd.**

  
**Ajit Kumar KV**  
Executive Vice President





ENVESTNET

Name : JANCY JOHNSON May 27, 2015  
 Roll No : 48  
 Semester :  
 Branch of Specialization : M.COM  
 College Name : NIRMALA COLLEGE, MUVATTUPUZHA

**PRELIMINARY OFFER LETTER**

Dear

**CONGRATULATIONS!!**

In furtherance to your remarkable performance during our Campus drive May 27, 2015, we are pleased to offer you an employment with **Investnet Asset Management India Pvt Ltd.**

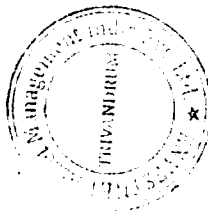
The salient points of the offer are given below:

1. You will be designated as **Analyst L1**.
2. You will be entitled to receive a CTC of **INR 1,97,000/-** annum.
3. Your work location will be at Investnet, Trivandrum office.
4. The acceptance of this offer can be communicated to us within seven days of the receipt of this offer by signing and sending us the copy of this letter.
5. Upon your acceptance of the preliminary offer letter, we will be issuing a detailed offer letter stating the terms and conditions of employment.
6. The validity of this offer of Employment is subject to your successful completion of all curricular requirements as laid down by the university/ institution for the award of degree.

We look forward for a long standing relationship.

**For Investnet Asset Management India Pvt Ltd.**

**Ajit Kumar KV**  
Executive Vice President





ENVESTNET

May 27, 2015

Name : SILW JOSEPH  
Roll No :  
Semester :  
Branch of Specialization : M.Com  
College Name : Nirmala College, Maruthupuram

**PRELIMINARY OFFER LETTER**

Dear

**CONGRATULATIONS!!**

In furtherance to your remarkable performance during our Campus drive May 27, 2015, we are pleased to offer you an employment with **Envestnet Asset Management India Pvt Ltd.**

The salient points of the offer are given below:

1. You will be designated as **Analyst L1**
2. You will be entitled to receive a CTC of **INR ₹,97,000/-** annum.
3. Your work location will be at Envestnet, Trivandrum office.
4. The acceptance of this offer can be communicated to us within seven days of the receipt of this offer by signing and sending us the copy of this letter.
5. Upon your acceptance of the preliminary offer letter, we will be issuing a detailed offer letter stating the terms and conditions of employment.
6. The validity of this offer of Employment is subject to your successful completion of all curricular requirements as laid down by the university/ institution for the award of degree.

We look forward for a long standing relationship.

**For Envestnet Asset Management India Pvt Ltd.**

  
**Ajit Kumar KV**  
Executive Vice President



Date: 26/3/15

Dear Maria Mathews

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

Sub: Offer for employment with our company, subject to the terms and conditions.

**Greetings from Syntel!!!**

At the outset, we wish to congratulate and welcome you to the Syntel family. You are being offered the position of "Officer" with State Street Syntel Services Pvt. Ltd ('Company'), subject to the terms and conditions mentioned herein below:

1. This offer is contingent upon your successful completion of graduation from your college/university on or before 1/Aug 15. This offer stands withdrawn automatically and without the Company or you being required to take any further action towards the withdrawal, if you fail to successfully complete your graduation as mentioned above.
2. You must provide the Company with the documents as per the list provided to you by the Company including copies of your transcripts and diploma/degree as soon as you receive them from your college/university ("Documents"). The Documents needs to be submitted to us, within a period of 15 days, in original, with a copy for our verification at the time of joining (You can collect the originals back post verification).

You may be inducted subject to completion of the entire process of interview and on boarding before your graduation results are declared. Even if you are so inducted, your continuation in the employment is conditional and contingent upon the conditions specified in Paragraphs 1 and 2 of this letter (appearing above) as well as those in the paragraphs appearing below being fully satisfied. Any failure to so satisfy the requirements will result in immediate termination of your employment without the Company or you being required to take any further action towards the same.

You acknowledge that this offer letter, represents the entire agreement between you and the Company. No verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

In the event your employment continues, you shall be issued a signed appointment letter. Issuance of such appointment letter is at the sole discretion of the Company and unless such appointment letter is issued, it shall be deemed that no employment is offered to you and you shall have no further claims on the Company.

The detailed terms and conditions of your employment will be as per the appointment letter, which will be issued to you subject to the terms and conditions as mentioned herein above. Your date of joining and work location will be intimated to you at the time of issuance of the appointment letter.

This offer is subject to Pune jurisdiction. The courts located in Pune alone shall have the exclusive jurisdiction to entertain any dispute related to this offer.

We hope to have you working with us soon and looking forward to a positive and rewarding experience. Thank you once again for your interest in our organization.

Thanks & Regards,

  
Arun Paul  
Head - Human Resources  
State Street Syntel Services Pvt. Ltd.

If you agree with the above conditions, please indicate your acceptance by signing the second copy of this letter and return it to our office.

I accept the offer subject to the terms and conditions outlined herein above.

Date: 26/3/15

Dear Silvy Joseph

Sub: Offer for employment with our company, subject to the terms and conditions.

**Greetings from Syntel!!!**

At the outset, we wish to congratulate and welcome you to the Syntel family. You are being offered the position of "Officer" with State Street Syntel Services Pvt. Ltd ('Company'), subject to the terms and conditions mentioned herein below:

1. This offer is contingent upon your successful completion of graduation from your college/university on or before 1/4/15. This offer stands withdrawn automatically and without the Company or you being required to take any further action towards the withdrawal, if you fail to successfully complete your graduation as mentioned above.
2. You must provide the Company with the documents as per the list provided to you by the Company including copies of your transcripts and diploma/degree as soon as you receive them from your college/university ("Documents"). The Documents needs to be submitted to us, within a period of 15 days, in original, with a copy for our verification at the time of joining (You can collect the originals back post verification).

You may be inducted subject to completion of the entire process of interview and on boarding before your graduation results are declared. Even if you are so inducted, your continuation in the employment is conditional and contingent upon the conditions specified in Paragraphs 1 and 2 of this letter (appearing above) as well as those in the paragraphs appearing below being fully satisfied. Any failure to so satisfy the requirements will result in immediate termination of your employment without the Company or you being required to take any further action towards the same.

You acknowledge that this offer letter, represents the entire agreement between you and the Company. No verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

In the event your employment continues, you shall be issued a signed appointment letter. Issuance of such appointment letter is at the sole discretion of the Company and unless such appointment letter is issued, it shall be deemed that no employment is offered to you and you shall have no further claims on the Company.

The detailed terms and conditions of your employment will be as per the appointment letter, which will be issued to you subject to the terms and conditions as mentioned herein above. Your date of joining and work location will be intimated to you at the time of issuance of the appointment letter.

This offer is subject to Pune jurisdiction. The courts located in Pune alone shall have the exclusive jurisdiction to entertain any dispute related to this offer.

We hope to have you working with us soon and looking forward to a positive and rewarding experience. Thank you once again for your interest in our organization.

Thanks & Regards,

  
Arun Paul  
Head – Human Resources  
State Street Syntel Services Pvt. Ltd.

If you agree with the above conditions, please indicate your acceptance by signing the second copy of this letter and return it to our office.

I accept the offer subject to the terms and conditions outlined herein above.



التاريخ : 2015/12/27

الموقر

السيد/ مدير إدارة الجنسية والإقامة  
الإمارات العربية المتحدة - الشارقة

تحية طيبة وبعد،،،

الموضوع : التقديم على تأشيرة عمل وتعيين موظف

يسر جمعية التمريض الإماراتية أن تتقدم بوافر التحية والتقدير وتمنياتها لكم بدوام التوفيق والتقدم.

نود أن نحيطكم علماً بأن الجمعية سوف تقوم بتعيين السيد / ليو كورياكوس بوظيفة مساعد إداري براتب 2500 درهم وذلك في فرع مكتبها في الشارقة، وعليه يرجى التكرم بإتخاذ الإجراءات اللازمة لذلك.

وتفضلوا بقبول وافر الإحترام والتقدير،،،



عائشة علي المهري  
رئيس مجلس الإدارة  
جمعية التمريض الإماراتية

5.2.1.  
Chonistry

1262937/JTA 2015

March 24, 2015

Subject: Letter of Intent

Dear Sneha,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform that you have been shortlisted for appointment as **Junior Software Engineer at Band U1** in our Organization.

On joining you will be under **probation for a period of 6 (six) months** from the date of joining. During this probationary period, you will be eligible for an annual compensation of **Indian Rupees 150,668/- (Indian Rupees One Hundred Fifty Thousand Six Hundred and Sixty Eight Only)**.

Subsequent to your successful completion of probation, you will be eligible for an Annual Salary package of **Indian Rupees 190,000 (Indian Rupees One Hundred and Ninety Thousand Only)**. Please refer to **Annexure I** for breakup of your intended Annual Salary package.

In addition to your salary, you will also be entitled for a one-time Settlement Allowance not exceeding **Indian Rupees 15,000/-, (Indian Rupees Fifteen Thousand Only)** if eligible, as per the Company Policy. The detailed Terms and Conditions of your appointment shall be issued to you subsequently along with the offer letter.

At the time of joining, you are required to sign a service bond with our Organization. As per this bond, you will be required to serve the Company for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** towards damages to the Company.

You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

This Letter of Intent is valid subject to your being found medically fit, you completing your academic course with a minimum grade of first class as specified at the time of your selection, meeting the set eligibility criteria at the end of your academic course and any Company organized training imparted prior to your date of joining and also completing all necessary legal documentations pertaining to your employment.

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter, which in any case should not be later than **March 31, 2015** failing which, this Letter of Intent shall stand withdrawn/ cancelled automatically without any further notice.

We look forward to having you on board and wish you a rewarding career with us.

Yours sincerely,  
For Tech Mahindra Limited,



**PK Sharma**  
Head - Resource Management Group





November 24, 2014

Dear Ms. Amitha Thomas,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student – Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event you exit/are terminated within 12 months from the date of joining. If you exit/are terminated any time after 12 months from the date of joining, you will have to pay liquidated damages of Rs 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First year	Rs.11,500/- (*)
Second year	Rs.14,000/- (*)
Third year	Rs.19,000/- (*)
Fourth year	Rs.23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester, except the first and eighth semester. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

Confidential

Ref No-WiSTA127940295364489946548336

Wipro Limited

Regd. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India Tel: 91-80-2844 0011-15, Fax: 91-80-2844 0255 [www.wipro.com](http://www.wipro.com)

Page 1



**MEDICAL CHECKUP**

**Date: May 15, 2015**

Reference Number: 4964410

**Dear Rakhi Raj,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details :

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - [ihealthcare@icicilombard.com](mailto:ihealthcare@icicilombard.com)  
Toll free: 1800 - 2666

For Wipro Limited,

**Rajeev Kumar**  
Global Head - Campus Hiring



## APPOINTMENT LETTER

April 29, 2015

**Ms. Juliya Jose**  
Kallakkal (h),  
Rajakumary (N),  
Rajakumary-685619  
Kerala

Dear Juliya Jose,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure-V. The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.

Your compensation will be reviewed periodically as per Wipro policy.

**Ref No:MCAGIS1118172919526993889**

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054  
Website: [www.wipro.com](http://www.wipro.com), Email: [info@wipro.com](mailto:info@wipro.com), CIN No. L32102KA1945PLC020800

2014-15



**APPOINTMENT LETTER**

April 29, 2015

**Ms. Arunima Ms**  
Moddankattkch,  
Nellikuzhy PO, Kothamangalam,  
Kothamangalam-686691  
Kerala

Dear Arunima Ms,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

**1. Appointment Details:**

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

**2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure-V .The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.

Your compensation will be reviewed periodically as per Wipro policy.

**Ref No:MCAGIS11181589037633545**

Confidential

**Registered. Office:** Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054  
Website: [www.wipro.com](http://www.wipro.com), Email: [info@wipro.com](mailto:info@wipro.com), CIN No. L32102KA1945PLC020800



letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Abacsys Technologies Pvt. Ltd. on your boarding day.

We welcome you to Abacsys family and look forward to a fruitful collaboration.

With best wishes,

Sincerely,

~~Asha Chacko~~  
HR Executive  
India Operations  
Abacsys Technologies Pvt. Ltd.

Name:

Designation:

Date:

**ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:**

I agree that I have read, understood and accept employment with Abacsys Technologies Pvt. Ltd. under the terms and conditions stated above.

(Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Joining (if requesting an alternative date): \_\_\_\_\_



May 13, 2015

Dear Eldho George,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

- I. Your designation would be **Project Engineer**, belonging to career band **TRB**.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. 12000/- per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
- III. Training agreement in Wipro is for a total period of 24 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 21 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 24 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

a. The salary stack for Project Engineer is as given below:

COMPONENT	AMOUNT (INR)
Basic	5250
HRA	2625
Commutation	2500
Wipro Benefit Plan (WBP)	2516
<b>Total Fixed Cash</b>	<b>12891</b>
PF (12% of Basic)	630
Gratuity (5.31% of Basic)	279
<b>Total Fixed Compensation</b>	<b>13,800</b>
Target QPLC	750
Target Compensation	14550
Medical	450
<b>Target Cost to Company per month</b>	<b>15,000</b>
<b>Total Cost to Company per annum</b>	<b>180,000</b>

Ref No: GISHD9372219496072259

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054  
Website: [www.wipro.com](http://www.wipro.com), Email: [info@wipro.com](mailto:info@wipro.com), CIN No. L32102KA1945PLC020800



## APPOINTMENT LETTER

April 29, 2015

**Ms. Ann Maria-Jose**  
Thoppil (h),  
Pannoor Po,  
Thodupuzha-685581  
Kerala

Dear Ann Maria Jose,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure-V. The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.

Your compensation will be reviewed periodically as per Wipro policy.

**Ref No:MCAGIS1118175918281128413**

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054  
Website: [www.wipro.com](http://www.wipro.com), Email: [info@wipro.com](mailto:info@wipro.com), CIN No. L32102KA1945PLC020800

30/10/2015

Abacsys Technologies Private Limited  
Isaac's Towers  
Subhash Chandra Bose Rd,  
Jawahar Nagar, Kochi,  
Kerala- 682020, India

Arjun C  
Krishnamandhiram House  
Vengalloor P.O  
Thodupuzha  
Idukki, Kerala-685608

Dear Arjun,

We are pleased to appoint you as Associate Software Trainee in our organization. Attached are the terms and conditions of our offer – please read this carefully.

**Acceptance and Commencement**

Your appointment will be effective on your joining date, i.e. 02<sup>nd</sup> November 2015. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn. Please note that it is important to be on time to complete the joining formalities. If you arrive late you will not be allowed to join and must reschedule your joining date.

On your joining date, please bring (i) 3 self-photographs (passport sized, colour photos with a white background), (ii) the originals and one set of photocopy of the following documents:

- All academic certificates (10<sup>th</sup>/12<sup>th</sup>/Degree/P.G) and all year mark sheets. Photocopies should include both front and back sides of certificates.
- Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed for 1 year or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
- Proof of identity. Bring 2 sets of photocopies of any one of the following documents: passport, driving license, voter's identification card, PAN card or Adhaar card.
- If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same.

Please note that all of the above documents are mandatory and you will not be allowed to join without them.

Please contact us via [hr@abacsys.com](mailto:hr@abacsys.com) for any queries regarding your employment offer.



27-14-15

email: nss@gmail.com

Phone Office: 0481-2420604

Fax: 2401598

# N.S.S. COLLEGES' CENTRAL COMMITTEE

NSS HEAD OFFICE  
CHANGANACHERRY - 2



F/5149/2014

No.....

Date..... 19/09/2014

## APPOINTMENT ORDER

Smt.Ashamol S, Santhosh Bhavan, Pallikavu Road, Muvattupuzha P.O, Ernakulam - 686661 is appointed as Assistant Professor of Malayalam under this management on a pay of ₹ 15,600/- + AGP Rs.6,000/-p.m. in the scale of ₹ 15,600 - 39,100/- and is posted as Assistant Professor of Malayalam in the Sri Vyasa NSS College, Wadakkancherry in the vacancy of Dr.Ganesh C relieved subject to the provisions of the Calicut University Act 1975 and the Statutes, Ordinances and Regulations made there under and such other rules and orders issued from time to time by the University of Calicut or by such other authority who may be competent to issue such rules, orders etc. under the said statutes. She is requested to report for duty before the Principal on or before 30/09/2014.

To

Smt.Ashamol S,  
Santhosh Bhavan,  
Pallikavu Road,  
Muvattupuzha P.O,  
Ernakulam - 686661



*[Signature]*  
SECRETARY

Copy to:-

1. The Principal, Sri Vyasa NSS College, Wadakkancherry,
2. The Registrar, Calicut University.

# Corporate Educational Agency, Diocese of Kothamangalam

Fr. Kuriakose Kodakallil  
SECRETARY  
Bishop's House, Kothamangalam  
Kerala - 686 691



Phone : 0485 - 2861625  
Fax : 0485 - 2861625  
E-Mail : Corporateedukm@sify.com

CS. No. 11/14

Date ... 22. 8. 2014 ...

To  
..... Sri. R. J. Joy .....

Sir / Madam,

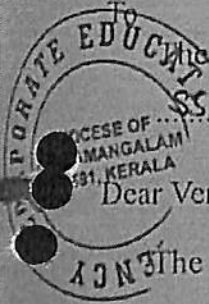
I propose to appoint you Higher Secondary School teacher in Malayalam.....

subject to departmental rules, with effect from 27. 8. 2014.....

at SS HSS Pura Puzha.....

You may report to me immediately with the following documents (those ticked).

- |  |   |
|--|---|
| 1) S.S.L.C. Book                       | 6) Certificate of Religious formation                             |
| 2) Degree, P. G. and B.Ed Certificates | 7) Previous approved Appointment order                            |
| 3) Conduct certificate                 | 8) True copies of qualification certificates attested by yourself |
| 4) Declaration by candidate            |   |
| 5) Service Book                        |   |



To The Manager  
SS HSS Pura Puzha.....

*[Signature]*  
Secretary

Dear Very Rev. / Rev. Father,

The above person is appointed Higher Secondary School teacher in Malayalam

..... with effect from 27. 8. 2014.....

in the vacancy of New Post - Daily Wage - Order No. Acd-3/16830/13 dt. 8. 2014

He / She may be allowed to join duty.

Date .....

*[Signature]*  
Secretary

To  
The Principal,  
.....

The above memo is forwarded to you for information and necessary action.

The person may be allowed to join duty.

*[Signature]*  
Manager

Date .....

14-15



**Corporate Educational Agency, Diocese of Kothamangalam**  
(Nirmala College, Muvattupuzha; Newman College, Thodupuzha)

**Form 6**

(See statutes 15 and 51 of chapter 45)  
Mahatma Gandhi University

**FORM OF APPOINTMENT ORDER**

No. 28/2014

Station: Kothamangalam

Date: 14/07/2014

Shri/Smt. Fr.Jestin K.Kuriakoŕe, Kannadan, Kuthumkal PO (Name and address of the teacher /member of non-teaching staff) is appointed/promoted as Asst.Professor in Malayalam (Designation of the post and nature of the appointment ) under this Educational Agency on a pay of Rs.15600/-+AGP Rs.6000/- in the scale of Rs.15600-39100 in Newman College Thodupuzha (Name of the college) from 14-07-2014 to..... in the vacancy of Sri. P.J.Joseph retired on 31-3-2014 subject to the provisions of Mahatma Gandhi University Act. 1985 and Status, Ordinances and Regulations made there under and such other rules and orders issued from time to time by the Mahatma Gandhi University or by such other authority who may be competent to issue such rules, orders, etc. under the statutes.



Seal of the Governing Body or Managing council

Signature of the Manager

Manager of Colleges  
Diocese of Kothamangalam  
Bishop's House  
Kothamangalam - 688 691  
Kerala - India

7/6 161

2015-16



**APPOINTMENT LETTER**

**March 18, 2016**

**Mr. Nithin Jose Thomas**  
Madukkangal House,  
Melukavumattom P O,  
Melukavumattom-686652  
Kerala

Dear Nithin Jose Thomas,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

**1. Appointment Details:**

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

**2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page -11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.  
Your compensation will be reviewed periodically as per Wipro policy.
- d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

**Ref No: 5875148**

Confidential

**Registered. Office:** Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054  
Website: [www.wipro.com](http://www.wipro.com), Email: [info@wipro.com](mailto:info@wipro.com), CIN No. L32102KA1945PLC020800



## APPOINTMENT LETTER

April 29, 2015

**Ms. Nimmya Joseph**  
Kavalambranaly (H),  
Pulluvazhy (Po), Perumbavoor,  
Cochin-683541  
Kerala

Dear Nimmya Joseph,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure-V. The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.

Your compensation will be reviewed periodically as per Wipro policy.

**Ref No:MCAGIS1118142919656432948**

Confidential

**Registered. Office:** Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054  
**Website:** [www.wipro.com](http://www.wipro.com), Email: [info@wipro.com](mailto:info@wipro.com), CIN No. L32102KA1945PLC020800



**PRIVATE AND CONFIDENTIAL**

To,

Neethu. P. Kunjappan

Dated 21/01/2016.

**LETTER OF INTENT (LOI)**

Dear Neethu.

Subsequent to our discussions and interest shown by you, we are pleased to offer you employment with Outsourcpartners International Private Limited (the "Company") at our Kochi office as **Associate in Operations at Band A1**. Final Selection will be confirmed on later date.

This offer is subject to the following conditions: -

- (i) accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work / joining the employment of the Company on the aforesaid date.
- (ii) Your meeting all the evaluation criteria in all the trainings and clearing internal and client assessments.
- (iii) Successful background and reference check.

If any of the above conditions are not full-filled or met with, this LOI as well as appointment letter / employment agreement shall stand cancelled

Your total Annual CTC will be **Rs.1,78,824/-**

You will be on probation for a period of six months, commencing from your joining date, which may be extended at the sole discretion of the Company. The Company will inform you if it decides to extend your probation period; otherwise your employment shall stand confirmed. Your employment will be in accordance with the rules, regulations and policies of the Company, as amended from time to time and as amended up-to-date. All payments made by the Company will inter alia be in accordance with the income tax norms prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended, re-framed or substituted from time to time.

You shall be based in Kochi but your services are transferable and you may be assigned / transferred in India or outside India to serve the Company or any of its affiliates, holding, subsidiaries, group and/or associated companies or any customer or customers' client of the Company or any customer or customers' client of any of Company's affiliates, holding, subsidiaries, group and/or associated companies. The job offered entails working in shifts including night shifts.



Sobin Babu &lt;sobinbabu8@gmail.com&gt;

## Letter of Intent - Sobin Babu - Ref. No.: 5530331

2 messages

manager.campus@wipro.com &lt;manager.campus@wipro.com&gt;

Sat, Sep 19, 2015 at 3:10 PM

To: sobinbabu8@gmail.com

### Campus - Letter Of Intent

September 19, 2015

Dear Sobin Babu,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WISTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable under the law to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

**You are also entitled to unique Benefits as mentioned below:**



**PRIVATE AND CONFIDENTIAL**

To, Meera Madhavan, Chirackal Kudly (H)  
Vaikkasa P.O Vaikkasa, Perumbavoor

Dated 21/01/2016

**LETTER OF INTENT (LOI)**

Dear Meera.

Subsequent to our discussions and interest shown by you, we are pleased to offer you employment with Outsoucepartners International Private Limited (the "Company") at our Kochi office as **Associate in Operations at Band A1**. Final Selection will be confirmed on later date.

This offer is subject to the following conditions: -

- (i) accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work / joining the employment of the Company on the aforesaid date.
- (ii) Your meeting all the evaluation criteria in all the trainings and clearing internal and client assessments.
- (iii) Successful background and reference check.

If any of the above conditions are not full-filled or met with, this LOI as well as appointment letter / employment agreement shall stand cancelled

Your total Annual CTC will be **Rs.1,78,824/-**

You will be on probation for a period of six months, commencing from your joining date, which may be extended at the sole discretion of the Company. The Company will inform you if it decides to extend your probation period; otherwise your employment shall stand confirmed. Your employment will be in accordance with the rules, regulations and policies of the Company, as amended from time to time and as amended up-to-date. All payments made by the Company will inter alia be in accordance with the income tax norms prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended, re-framed or substituted from time to time.

You shall be based in Kochi but your services are transferable and you may be assigned / transferred in India or outside India to serve the Company or any of its affiliates, holding, subsidiaries, group and/or associated companies or any customer or customers' client of the Company or any customer or customers' client of any of Company's affiliates, holding, subsidiaries, group and/or associated companies. The job offered entails working in shifts including night shifts.





**PRIVATE AND CONFIDENTIAL**

To, Tessimal James  
Mamala college  
Ellikandathil (CH)  
muvattipuzha

Dated

**LETTER OF INTENT (LOI)**

Dear Tessimal

Subsequent to our discussions and interest shown by you, we are pleased to offer you employment with Outsoucepartners International Private Limited (the "Company") at our Kochi office as **Associate in Operations at Band A1**. Final Selection will be confirmed on later date.

This offer is subject to the following conditions: -

- (i) accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work / joining the employment of the Company on the aforesaid date.
- (ii) Your meeting all the evaluation criteria in all the trainings and clearing internal and client assessments.
- (iii) Successful background and reference check.

If any of the above conditions are not full-filled or met with, this LOI as well as appointment letter / employment agreement shall stand cancelled

Your total Annual CTC will be **Rs.1,78,824/-**

You will be on probation for a period of six months, commencing from your joining date, which may be extended at the sole discretion of the Company. The Company will inform you if it decides to extend your probation period; otherwise your employment shall stand confirmed. Your employment will be in accordance with the rules, regulations and policies of the Company, as amended from time to time and as amended up-to-date. All payments made by the Company will inter alia be in accordance with the income tax norms prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended, re-framed or substituted from time to time.

You shall be based in Kochi but your services are transferable and you may be assigned / transferred in India or outside India to serve the Company or any of its affiliates, holding, subsidiaries, group and/or associated companies or any customer or customers' client of the Company or any customer or customers' client of any of Company's affiliates, holding, subsidiaries, group and/or associated companies. The job offered entails working in shifts including night shifts.



**PRIVATE AND CONFIDENTIAL**

To, Amal Binoy  
Vadakkersa (H)  
Thodupuzha P.O.  
Kottakkunnu, Idukki Dist.  
Pin 685584

Dated  
21-01-2016

**LETTER OF INTENT (LOI)**

Dear. Amal Binoy,

Subsequent to our discussions and interest shown by you, we are pleased to offer you employment with Outsoucepartners International Private Limited (the "Company") at our Kochi office as **Associate in Operations at Band A1**. Final Selection will be confirmed on later date.

This offer is subject to the following conditions: -

- (i) accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work / joining the employment of the Company on the aforesaid date.
- (ii) Your meeting all the evaluation criteria in all the trainings and clearing internal and client assessments.
- (iii) Successful background and reference check.

If any of the above conditions are not full-filled or met with, this LOI as well as appointment letter / employment agreement shall stand cancelled

Your total Annual CTC will be **Rs.1,78,824/-**

You will be on probation for a period of six months, commencing from your joining date, which may be extended at the sole discretion of the Company. The Company will inform you if it decides to extend your probation period; otherwise your employment shall stand confirmed. Your employment will be in accordance with the rules, regulations and policies of the Company, as amended from time to time and as amended up-to-date. All payments made by the Company will inter alia be in accordance with the income tax norms prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended, re-framed or substituted from time to time.

You shall be based in Kochi but your services are transferable and you may be assigned / transferred in India or outside India to serve the Company or any of its affiliates, holding, subsidiaries, group and/or associated companies or any customer or customers' client of the Company or any customer or customers' client of any of Company's affiliates, holding, subsidiaries, group and/or associated companies. The job offered entails working in shifts including night shifts.



15-16



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20153026150/Pune**  
**Date: 08/03/2016**

Ms. Akhila Babu  
ThekkanattukudiyilMudavoor P.O,  
Muvattupuzha,  
Muvattupuzha-686669,  
Kerala.  
● Tel# 91-8281756357

Dear Akhila Babu,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in grade **YG**. Your gross salary including all benefits will be **₹1,86,002/-** per annum, as per the terms and conditions set out herein.

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

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

**TCS Confidential**  
**TCSL/DT20153026150**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

1

Niyati Tera, Ground Floor, S.No. 93/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 (india)  
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 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

Date: 25/2/16

Dear Ann Resiga Jacob

www.syntelinc.com

Sub: Offer for employment with our company, subject to the terms and conditions.

**Greetings from Syntel!!!**

At the outset, we wish to congratulate and welcome you to the Syntel family. You are being offered the position of "Officer" with State Street Syntel Services Pvt. Ltd ('Company'), subject to the terms and conditions mentioned herein below:

1. This offer is contingent upon your successful completion of graduation from your college/university on or before 16/04/16. This offer stands withdrawn automatically and without the Company or you being required to take any further action towards the withdrawal, if you fail to successfully complete your graduation as mentioned above.
2. You must provide the Company with the documents as per the list provided to you by the Company including copies of your transcripts and diploma/degree as soon as you receive them from your college/university ("Documents"). The Documents needs to be submitted to us, within a period of 15 days, in original, with a copy for our verification at the time of joining (You can collect the originals back post verification).

You may be inducted subject to completion of the entire process of interview and on boarding before your graduation results are declared. Even if you are so inducted, your continuation in the employment is conditional and contingent upon the conditions specified in Paragraphs 1 and 2 of this letter (appearing above) as well as those in the paragraphs appearing below being fully satisfied. Any failure to so satisfy the requirements will result in immediate termination of your employment without the Company or you being required to take any further action towards the same.

You acknowledge that this offer letter, represents the entire agreement between you and the Company. No verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

In the event your employment continues, you shall be issued a signed appointment letter. Issuance of such appointment letter is at the sole discretion of the Company and unless such appointment letter is issued, it shall be deemed that no employment is offered to you and you shall have no further claims on the Company.

The detailed terms and conditions of your employment will be as per the appointment letter, which will be issued to you subject to the terms and conditions as mentioned herein above. Your date of joining and work location will be intimated to you at the time of issuance of the appointment letter.

This offer is subject to Pune jurisdiction. The courts located in Pune alone shall have the exclusive jurisdiction to entertain any dispute related to this offer.


We hope to have you working with us soon and looking forward to a positive and rewarding experience. Thank you once again for your interest in our organization.

**Thanks & Regards,**

  
Anupam Shrivastava  
Head - Global Recruitment  
State Street Syntel Services Pvt. Ltd.

If you agree with the above conditions, please indicate your acceptance by signing the second copy of this letter and return it to our office.

I accept the offer subject to the terms and conditions outlined herein above.

  
Signature  
Date 25/2/16

Date: 25/feb/16

www.syntelinc.com

Dear Josia Jose

Sub: Offer for employment with our company, subject to the terms and conditions.

Greetings from Syntel!!!

At the outset, we wish to congratulate and welcome you to the Syntel family. You are being offered the position of "Officer" with State Street Syntel Services Pvt. Ltd ('Company'), subject to the terms and conditions mentioned herein below:

1. This offer is contingent upon your successful completion of graduation from your college/university on or before <sup>16/ Aug /16</sup> ~~1/~~. This offer stands withdrawn automatically and without the Company or you being required to take any further action towards the withdrawal, if you fail to successfully complete your graduation as mentioned above.
2. You must provide the Company with the documents as per the list provided to you by the Company including copies of your transcripts and diploma/degree as soon as you receive them from your college/university ("Documents"). The Documents needs to be submitted to us, within a period of 15 days, in original, with a copy for our verification at the time of joining (You can collect the originals back post verification).

You may be inducted subject to completion of the entire process of interview and on boarding before your graduation results are declared. Even if you are so inducted, your continuation in the employment is conditional and contingent upon the conditions specified in Paragraphs 1 and 2 of this letter (appearing above) as well as those in the paragraphs appearing below being fully satisfied. Any failure to so satisfy the requirements will result in immediate termination of your employment without the Company or you being required to take any further action towards the same.

You acknowledge that this offer letter, represents the entire agreement between you and the Company. No verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

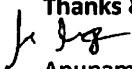
In the event your employment continues, you shall be issued a signed appointment letter. Issuance of such appointment letter is at the sole discretion of the Company and unless such appointment letter is issued, it shall be deemed that no employment is offered to you and you shall have no further claims on the Company.

The detailed terms and conditions of your employment will be as per the appointment letter, which will be issued to you subject to the terms and conditions as mentioned herein above. Your date of joining and work location will be intimated to you at the time of issuance of the appointment letter.

This offer is subject to Pune jurisdiction. The courts located in Pune alone shall have the exclusive jurisdiction to entertain any dispute related to this offer.

We hope to have you working with us soon and looking forward to a positive and rewarding experience. Thank you once again for your interest in our organization.

Thanks & Regards,

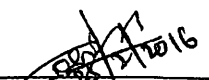


Anupam Shrivastava  
Head – Global Recruitment  
State Street Syntel Services Pvt. Ltd.

If you agree with the above conditions, please indicate your acceptance by signing the second copy of this letter and return it to our office.

I accept the offer subject to the terms and conditions outlined herein above.

*Doors on 1*

  
Signature  
Date



Date 27-FEB-2016  
Date of Birth 23-7-1995  
Contact Number 9995448171

RBS Business Services Pvt. Ltd.,  
8th Floor, Olympia Technology Park,  
Altius Block, Plot No.1,  
SIDCO Industrial Estate, Guindy,  
Chennai 600 032.  
Telephone: +91 44 4397 5000  
Email: info.rbsbspl@rbs.com  
www.rbs.com

**Subject: Letter of Intent**

Dear SOBIN BABO JOSEPH

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process, I am pleased to inform you that we intend to offer you the role of Process Associate at RBS Business Services Pvt. Ltd.

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

The employment contract will be sent to you in due course, which would contain the full terms and conditions of employment and the salary details in the form of an annexure.

Please note that your employment with RBS Business Services Pvt. Ltd. is subject to:

- Your clearing the Graduation Degree from.....NIRMALA COLLEGE  
Chennai successfully and presenting the mark sheet and certificate/provisional certificate to that effect
- The satisfactory completion of pre-employment screening.

This employment offer with RBS Business Services Pvt. Ltd. shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

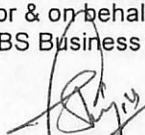
In order for us to conduct your pre-employment screening, please complete the enclosed application form latest by .....2-MAY-2016.....and send it Nikita Menon (nikita.menon@rbs.com) together with the documents mentioned in the document checklist attached along with this Letter.

In exceptional circumstances, RBS reserves the right to rescind the offer of employment.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by .....9-MAR-2016..... Should you have any questions relating to the placement, please do not hesitate to contact Anto Demel Raj (anto.demelraj@rbs.com)

We look forward to welcoming you on board!

Best Regards,  
For & on behalf of  
RBS Business Services Pvt. Ltd.

  
Charles J Rajiv  
Head - Business Delivery Services,  
HR People Services India

STRICTLY PRIVATE & CONFIDENTIAL

Aon Hewitt

Best  
Employers  
2.0

India  
2013



Date 27- FEB 2016  
Date of Birth 13-10-1995  
Contact Number 7560946730

RBS Business Services Pvt. Ltd.,  
8th Floor, Olympia Technology Park,  
Altius Block, Plot No.1,  
SIDCO Industrial Estate, Guindy,  
Chennai 600 032.  
Telephone: +91 44 4397 5000  
Email: info.rbsbspl@rbs.com  
www.rbs.com

**Subject: Letter of Intent**

Dear JOSIA JOSE

Congratulations on taking your first steps towards a successful and rewarding career with RBS! Following your successful completion of our assessment process, I am pleased to inform you that we intend to offer you the role of Process Associate at RBS Business Services Pvt. Ltd.

From day one, you'll be part of a great team, working with your colleagues to support our banking businesses across the globe. Together, you'll be responsible to deliver a high quality service through your work. Our world-class Learning and Development Centre will equip you with all the skills you'll need to excel in your role.

The employment contract will be sent to you in due course, which would contain the full terms and conditions of employment and the salary details in the form of an annexure.

- Please note that your employment with RBS Business Services Pvt. Ltd. is subject to:
- Your clearing the Graduation Degree from.....MA UNIVERSITY..... Chennai successfully and presenting the mark sheet and certificate/provisional certificate to that effect
  - The satisfactory completion of pre-employment screening.

This employment offer with RBS Business Services Pvt. Ltd. shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.


In order for us to conduct your pre-employment screening, please complete the enclosed application form latest by .....2 MAY 2016..... and send it Nikita Menon (nikita.menon@rbs.com) together with the documents mentioned in the document checklist attached along with this Letter.

In exceptional circumstances, RBS reserves the right to rescind the offer of employment.

Please acknowledge by signing on the duplicate copy of this letter and returning it to RBS by .....9 MAR 2016..... Should you have any questions relating to the placement, please do not hesitate to contact Anto Demel Raj (anto.demelraj@rbs.com)

We look forward to welcoming you on board!

Best Regards,  
For & on behalf of  
RBS Business Services Pvt. Ltd.

  
Charles J Rajiv  
Head - Business Delivery Services,  
HR People Services India

STRICTLY PRIVATE & CONFIDENTIAL

**Aon Hewitt**

Best  
Employers  
2.0

India  
2013

Date:

25/feb/16

www.syntelinc.com

Dear

NAYANA John

Sub: Offer for employment with our company, subject to the terms and conditions.

**Greetings from Syntel!!!**

At the outset, we wish to congratulate and welcome you to the Syntel family. You are being offered the position of "Officer" with State Street Syntel Services Pvt. Ltd ('Company'), subject to the terms and conditions mentioned herein below:

1. This offer is contingent upon your successful completion of graduation from your college/university on or before ~~12/16~~ <sup>16/Apr/16</sup>. This offer stands withdrawn automatically and without the Company or you being required to take any further action towards the withdrawal, if you fail to successfully complete your graduation as mentioned above.
2. You must provide the Company with the documents as per the list provided to you by the Company including copies of your transcripts and diploma/degree as soon as you receive them from your college/university ("Documents"). The Documents needs to be submitted to us, within a period of 15 days, in original, with a copy for our verification at the time of joining (You can collect the originals back post verification).

You may be inducted subject to completion of the entire process of interview and on boarding before your graduation results are declared. Even if you are so inducted, your continuation in the employment is conditional and contingent upon the conditions specified in Paragraphs 1 and 2 of this letter (appearing above) as well as those in the paragraphs appearing below being fully satisfied. Any failure to so satisfy the requirements will result in immediate termination of your employment without the Company or you being required to take any further action towards the same.

You acknowledge that this offer letter, represents the entire agreement between you and the Company. No verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

In the event your employment continues, you shall be issued a signed appointment letter. Issuance of such appointment letter is at the sole discretion of the Company and unless such appointment letter is issued, it shall be deemed that no employment is offered to you and you shall have no further claims on the Company.

The detailed terms and conditions of your employment will be as per the appointment letter, which will be issued to you subject to the terms and conditions as mentioned herein above. Your date of joining and work location will be intimated to you at the time of issuance of the appointment letter.

This offer is subject to Pune jurisdiction. The courts located in Pune alone shall have the exclusive jurisdiction to entertain any dispute related to this offer.

We hope to have you working with us soon and looking forward to a positive and rewarding experience. Thank you once again for your interest in our organization.

Thanks & Regards,

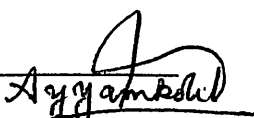


Anupam Shrivastava  
Head - Global Recruitment  
State Street Syntel Services Pvt. Ltd.

If you agree with the above conditions, please indicate your acceptance by signing the second copy of this letter and return it to our office.

I accept the offer subject to the terms and conditions outlined herein above.

Signature  
Date

  
25/2/2016.



Date: 25 Feb 16

www.syntelinc.com

Dear Chinju Shaji

Sub: Offer for employment with our company, subject to the terms and conditions:

**Greetings from Syntel!!!**

At the outset, we wish to congratulate and welcome you to the Syntel family. You are being offered the position of "Officer" with State Street Syntel Services Pvt. Ltd ('Company'), subject to the terms and conditions mentioned herein below:

1. This offer is contingent upon your successful completion of graduation from your college/university on or before 19 Aug 16. This offer stands withdrawn automatically and without the Company or you being required to take any further action towards the withdrawal, if you fail to successfully complete your graduation as mentioned above.
2. You must provide the Company with the documents as per the list provided to you by the Company including copies of your transcripts and diploma/degree as soon as you receive them from your college/university ("Documents"). The Documents needs to be submitted to us, within a period of 15 days, in original, with a copy for our verification at the time of joining (You can collect the originals back post verification).

You may be inducted subject to completion of the entire process of interview and on boarding before your graduation results are declared. Even if you are so inducted, your continuation in the employment is conditional and contingent upon the conditions specified in Paragraphs 1 and 2 of this letter (appearing above) as well as those in the paragraphs appearing below being fully satisfied. Any failure to so satisfy the requirements will result in immediate termination of your employment without the Company or you being required to take any further action towards the same.

You acknowledge that this offer letter, represents the entire agreement between you and the Company. No verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

In the event your employment continues, you shall be issued a signed appointment letter. Issuance of such appointment letter is at the sole discretion of the Company and unless such appointment letter is issued, it shall be deemed that no employment is offered to you and you shall have no further claims on the Company.

The detailed terms and conditions of your employment will be as per the appointment letter, which will be issued to you subject to the terms and conditions as mentioned herein above. Your date of joining and work location will be intimated to you at the time of issuance of the appointment letter.

This offer is subject to Pune jurisdiction. The courts located in Pune alone shall have the exclusive jurisdiction to entertain any dispute related to this offer.


We hope to have you working with us soon and looking forward to a positive and rewarding experience. Thank you once again for your interest in our organization.

Thanks & Regards,

  
Anupam Shrivastava  
Head - Global Recruitment  
State Street Syntel Services Pvt. Ltd.

If you agree with the above conditions, please indicate your acceptance by signing the second copy of this letter and return it to our office.

I accept the offer subject to the terms and conditions outlined herein above.

Signature   
Date 25/2/2016

Date: 25/feb/16

Dear Devika S

www.syntelinc.com

Sub: Offer for employment with our company, subject to the terms and conditions.

Greetings from Syntel!!!

At the outset, we wish to congratulate and welcome you to the Syntel family. You are being offered the position of "Officer" with State Street Syntel Services Pvt. Ltd ('Company'), subject to the terms and conditions mentioned herein below:

1. This offer is contingent upon your successful completion of graduation from your college/university on or before 16/07/16. This offer stands withdrawn automatically and without the Company or you being required to take any further action towards the withdrawal, if you fail to successfully complete your graduation as mentioned above.
2. You must provide the Company with the documents as per the list provided to you by the Company including copies of your transcripts and diploma/degree as soon as you receive them from your college/university ("Documents"). The Documents needs to be submitted to us, within a period of 15 days, in original, with a copy for our verification at the time of joining (You can collect the originals back post verification).

You may be inducted subject to completion of the entire process of interview and on boarding before your graduation results are declared. Even if you are so inducted, your continuation in the employment is conditional and contingent upon the conditions specified in Paragraphs 1 and 2 of this letter (appearing above) as well as those in the paragraphs appearing below being fully satisfied. Any failure to so satisfy the requirements will result in immediate termination of your employment without the Company or you being required to take any further action towards the same.

You acknowledge that this offer letter, represents the entire agreement between you and the Company. No verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

In the event your employment continues, you shall be issued a signed appointment letter. Issuance of such appointment letter is at the sole discretion of the Company and unless such appointment letter is issued, it shall be deemed that no employment is offered to you and you shall have no further claims on the Company.

The detailed terms and conditions of your employment will be as per the appointment letter, which will be issued to you subject to the terms and conditions as mentioned herein above. Your date of joining and work location will be intimated to you at the time of issuance of the appointment letter.

This offer is subject to Pune jurisdiction. The courts located in Pune alone shall have the exclusive jurisdiction to entertain any dispute related to this offer.

We hope to have you working with us soon and looking forward to a positive and rewarding experience. Thank you once again for your interest in our organization.

Thanks & Regards,

Anupam Shrivastava  
Head - Global Recruitment  
State Street Syntel Services Pvt. Ltd.

If you agree with the above conditions, please indicate your acceptance by signing the second copy of this letter and return it to our office.

I accept the offer subject to the terms and conditions outlined herein above.

Devika

Signature

Date 25/02/2016



Statistics Dept:- 2015-16

Offer Letter

13<sup>th</sup> Feb 2016

~~Quintiles Research India Private Limited~~

Dear ~~Amala Sebastian~~

Amala Sebastian

With reference to the meeting you had with us, we are pleased to offer you a position in Quintiles. At Quintiles, we commit to empowering you to determine your own career path while connecting you to a great opportunity.

Your designation will be ~~Statistical Programming Trainee~~, BIOS GDN. You will be based in Quintiles, Bangalore India.

Included is information about our offer of employment for your review. Also, attached is the Background Verification form, you are requested to complete the same and send back as an e-copy or through post to your Quintiles recruiter. Your acceptance of this offer is acknowledged by logging into our Online Onboarding Portal and providing your electronic signature within the portal, an invitation of which will be sent to you via a separate email. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted, the remaining Onboarding tasks will become available to you for completion within the next 3 days. Please read and follow the instructions on each of the documents carefully as some documents may require printing and returning via email / post. Failure to complete the tasks may affect the downstream activities of your onboarding process. If you have any questions regarding the new hire documentation, please call the concerned Quintiles recruiter.

Please note that access to the Online Onboarding Portal will expire on your first day with Quintiles, so please print out all documents for future reference.

Please note that this letter of offer is subject to the outcome of the background check on your candidature.

At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

This Offer is contingent upon your successful completion of your current degree. You are required to produce the original pass certificate/ mark sheet by the end of your probation period certifying that you have successfully completed the degree, failing which Quintiles may, in its sole discretion, elect to terminate or suspend your employment immediately.

Sincerely,

Quintiles Campus Team  
For Quintiles Research (India) Private Limited

Approximate date of joining the Company: June 2016



Alphy Benny &lt;alphystar9@gmail.com&gt;

**TCS Ignite interview update**

1 message

Chennai Ignite &lt;Chennai.Ignite@tcs.com&gt;

To: no-reply@tcs.com

Wed, Feb 3, 2016 at 7:10 PM

Dear Candidate,

This is with reference to the TCS Ignite interview that you attended recently. We are pleased to inform you that you have successfully completed all the steps leading to an offer. Congratulations!

We will shortly commence the offer process. The offer document will be made available for download from the TCS NextStep portal (<https://nextstep.tcs.com>). You will receive an email when the offer is ready for download. Hence please keep checking your mail regularly.

Meanwhile please comply with the following instructions:

1. If you have not completed the mandatory learning requirements on Open Ignite (<http://openseesame.tcs.com/ignite>), please do so immediately. Remember we had prescribed that you (a) complete all the surveys including uploading your recent photograph (b) take at least 2 aptitude tests (c) watch at least 2 videos and (d) complete at least 2 challenges.
2. DO NOT attend any more TCS drives. You might receive periodic intimations to attend TCS drives because you are registered in the TCS NextStep portal. Please ignore them. Your TCS recruitment process is complete and you should not attend any more tests/interviews with TCS.

The TCS Ignite team is still busy with conducting drives in various parts of the country. So please be patient. You need to contact us only if you do not receive your offer letters by end-March.

Congratulations once more and looking forward to welcoming you to the TCS family.

Warm regards  
Team Ignite

=====  
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

Marks

Cambridge Assessment

September 10, 2015

Dear Jeffin Xavier,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Year	Estimated Scholarship (Rs.)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from



Zifo Technologies Private Limited  
#21A, Anna Salai, Littlemount  
Saidapet, Chennai - 600 015, INDIA  
t : +91 44 43114002  
+91 44 42012423  
e : info@zifotech.com  
w: www.zifotech.com

28-Sep-2015

To

The Placement Officer  
Nirmala College  
Muvattupuzha

Dear Sir / Madam,

The following candidate(s) have been selected based on the campus recruitment drive held on 25<sup>th</sup> September 2015:

Enrollment No	Student Name	Degree and Stream
D07-E028	Roshan Stanly	BSc(Mathematics)

We will dispatch the Offer letters and communicate the information regarding joining formalities in the month of January 2016.

Please feel free to contact me if you have any questions (e: kamal@zifotech.com & m: +91 99621 93322).

Thanks!

For Zifo Technologies Private Limited

N. Kamalahasan  
Head – HR

**Deloitte**  
Technology Fast 50, 2012  
AWARD WINNER

**Deloitte**  
Technology Fast 50, 2013  
AWARD WINNER

**Deloitte**  
Technology Fast 50, 2014  
AWARD WINNER



TÜV Rheinland\*  
**CERT**  
ISO 9001



15-16

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20153027629/Trivandrum**  
**Date: 28/10/2015**

Ms. Sikha George  
Vattakudiyil House East Marady Po,  
Muvattupuzha,  
Ernakulam-686673,  
Kerala.  
Tel# 0485-2832149

Dear Sikha George,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in grade **YG**. Your gross salary including all benefits will be ₹1,86,002/- per annum, as per the terms and conditions set out herein.

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

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

November 16, 2015  
Ref Code: HR/03/8974/15

Achsa Mary Kunjumon  
Thudummel House, Ayiram Acre,  
Mannamkandom PO, Adimaly  
Idukki - 685 561

Dear Achsa Mary Kunjumon,

**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 **Financial Associate** at Job Level L1.

RR Donnelley is a multibillion dollar company and we are a 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 **November 17, 2015** in our Trivandrum office.

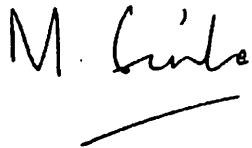
Details of your Total Pay and Benefits are listed in Annexure A.

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,



**Meena Sinha**  
Vice President and Head  
Human Resources and Communications, Asia Operations





## APPOINTMENT LETTER

March 18, 2016

**Mr. Nithin Jose Thomas**  
 Madukkangal House,  
 Melukavumattom P O,  
 Melukavumattom-686652  
 Kerala

Dear Nithin Jose Thomas,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page -11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.  
 Your compensation will be reviewed periodically as per Wipro policy.
- d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Page 1

**Ref No: 5875148**

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054  
 Website: [www.wipro.com](http://www.wipro.com), Email: [info@wipro.com](mailto:info@wipro.com), CIN No. L32102KA1945PLC020800



Gmail - TCS Ignite interview update - Congratulations! Your offer letter is being processed



souparnika t prakash <souparnikaprakash999@gmail.com>

## Interview update - Congratulations! Your offer letter is being

processed

1 message

chennai.ignite@tcs.com <chennai.ignite@tcs.com>  
To: no-reply@tcs.com

Wed, Mar 9, 2016 at 8:06 PM

Dear Candidate,

This is with reference to the TCS Ignite interview that you attended recently. We are pleased to inform you that you have successfully completed all the steps leading to an offer. Congratulations!

We have commenced our offer process. The offer will be made through the TCS NextStep portal. Towards this we need your DT number. You would have received this number when you applied in the TCS NextStep portal. To help you share your DT number with us, we have published an online survey. The link to the survey is <http://openseesame.tcs.com/SurveyOnNextstepStatus>  
Please visit the survey immediately and provide your DT number. Please note that unless we have your DT number and your NextStep application is complete, we will not be able to release your offer letter.

To help us complete the offer process quickly, we request you to check your mail everyday and act promptly on any instructions you will receive.

As soon as you accept our offer, we will enrol you into our online Pre-Employment Engagement process to prepare to join us after your graduation.

Congratulations once again. We look forward to engaging with you leading up to your joining the TCS family.

If you have any queries or clarifications, please feel free to send us a mail to [chennai.ignite@tcs.com](mailto:chennai.ignite@tcs.com) or call us at 044-66168483.

NOTE: The NextStep portal sends an automated mail when we start generating your offer letter. The mail will ask you to report for an interview. Please ignore that mail. You have already completed your interview and you should not report for any more interview.

Warm regards  
Team Ignite

=====  
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: Computer Consultancy**  
**Ref: TCSL/DT20153026144/Pune**  
**Date: 26/04/2016**

Ms. Anju Antony  
~~Kaithatharayil,~~  
Market P.O ,Muvattupuzha,  
Muvattupuzha-686673,  
Kerala.  
Tel# 0485-2812701

Dear Anju Antony,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in grade **YG**. Your gross salary including all benefits will be ₹1,86,002/- per annum, as per the terms and conditions set out herein.

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

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. /

**TCS Confidential**  
**TCSL/DT20153026144**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 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



**PRIVATE AND CONFIDENTIAL**

To, **SAMUEL JOSE ✓**  
PULICKAYATH (H)  
KAVANA, VAZHAKULAM P.O. **LETTER OF INTENT (LOI)**  
MUVATTUPUZHA, PIN-686670

Dated 21-01-2016

Dear **SAMUEL JOSE**

Subsequent to our discussions and interest shown by you, we are pleased to offer you employment with Outsourcpartners International Private Limited (the "Company") at our Kochi office as Associate in Operations at Band A1. Final Selection will be confirmed on later date.

This offer is subject to the following conditions: -

- (i) accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work / joining the employment of the Company on the aforesaid date.
- (ii) Your meeting all the evaluation criteria in all the trainings and clearing internal and client assessments.
- (iii) Successful background and reference check.

If any of the above conditions are not full-filled or met with, this LOI as well as appointment letter / employment agreement shall stand cancelled

Your total Annual CTC will be Rs.1,78,824/-

You will be on probation for a period of six months, commencing from your joining date, which may be extended at the sole discretion of the Company. The Company will inform you if it decides to extend your probation period; otherwise your employment shall stand confirmed. Your employment will be in accordance with the rules, regulations and policies of the Company, as amended from time to time and as amended up-to-date. All payments made by the Company will inter alia be in accordance with the income tax norms prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended, re-framed or substituted from time to time.

You shall be based in Kochi but your services are transferable and you may be assigned / transferred in India or outside India to serve the Company or any of its affiliates, holding, subsidiaries, group and/or associated companies or any customer or customers' client of the Company or any customer or customers' client of any of Company's affiliates, holding, subsidiaries, group and/or associated companies. The job offered entails working in shifts including night shifts.

15-16



anju retnakaran <anjukudili@gmail.com>

**Offer Of Employment-Anju K R**

1 message

**IN-FM KGDC - KGS Human Resources** <in-fmkgdckgshr@kpmg.com>

Fri, Dec 4, 2015 at 3:09 PM

To: "anjukudili@gmail.com" <anjukudili@gmail.com>  
Cc: "Tejomaya, Deepak" <deepaktejomaya@kpmg.com>, "Wilson, Rashmi" <rashmiwilson1@kpmg.com>, "N, Sreenath" <sreenathn1@kpmg.com>, "Mampilly, Tharaa" <tharaamampilly@kpmg.com>, "D'cotha, Aleena" <aleenadcotha@kpmg.com>

Dear Anju,

Congratulations on your offer with us.

We are pleased to offer you a position of **Associate 1** at **KGDC (KPMG Global Delivery Center Private Limited)** in our **Kochi** office. Your date of joining will be confirmed a month before the proposed on boarding date.

Your fixed compensation will total to **Rs. 3,00,000 (Rupees Three Lakh only)**. In addition, you will be entitled to a performance bonus as per the Company's compensation policy.

This offer is subject to the successful completion of the academic course which you are currently pursuing. The terms and conditions of your employment will be as stated in the employment contract and staff manual and any subsequent amendments thereof.

Please note that this offer is valid till **7-Dec-2015** unless extended in writing by us. You are requested to confirm acceptance of this offer by the date mentioned above. Should we not receive a confirmation from you by the above mentioned date; the offer will automatically stand withdrawn. On your accepting the offer, a detailed employment contract will be drawn.

We would like to take this opportunity of welcoming you and wishing you success in your career with us.

For any queries, please reach out to Aleena D'cotha at +91 8891156227

Warm Regards,

Deepak

**Deepak Tejomaya** | Associate Director- Human Resources | KPMG | Leela Infopark, Cochin | Email : deepaktejomaya@kpmg.com

Ref : Applicant No. : :

Date :

Dear

Sabis Babu

**PROVISIONAL OFFER LETTER**

**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 Global Services**

**Authorized Signatory**

**Candidate Acceptance**



15-16

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20153026181/Pune**  
**Date: 26/04/2016**

Ms. Salumol Mathew  
KunnathuAnicadu.  
Avoly,  
Muvattupuzha-686677,  
Kerala.  
Tel# 91-9946954592

Dear Salumol Mathew.

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in grade **YG**. Your gross salary including all benefits will be **₹1,86,002/-** per annum, as per the terms and conditions set out herein.

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

After your acceptance of this offer you will be given a TCSL letter indicating the details of your offer.

15-16



## MAR ATHANASIUS COLLEGE ASSOCIATION

KOTHAMANGALAM COLLEGE P.O., KERALA, INDIA - 686 666

Phone: 0485-2822326, Telefax: 0485-2825017, 0485.2570255 (Res.)

www.macollegeassociation.org

e-mail:winny@macollegeassociation.org

DR. WINNY VARGHESE  
SECRETARY

MANAGER: Mar Athanasius College, Kothamangalam.  
Mar Athanasius College of Engineering, Kothamangalam.  
Mar Baselios College, Adimaly.  
Mar Athanasius International School, Kothamangalam

15-09-2015

### APPOINTMENT ORDER

Ms. Deepasree P.M., Raja Bhavan House, Iramalloor P.O., Kothamangalam is appointed as Assistant Professor in the Department of Zoology (Self-Financing) in Mar Athanasius College, Kothamangalam for a period from 15-09-2015 to 31-03-2016. The appointment will be temporary and on contract basis on a remuneration of Rs.15,000/- per month.

There will be no right or claim for future appointment.



*Winny*  
Secretary, Mar Athanasius College  
Association and Manager, Mar Athanasius  
College, Kothamangalam

To  
Ms. Deepasree P.M.,  
Raja Bhavan House,  
Iramalloor P.O.,  
Kothamangalam.

Copy to:  
1) The Principal, Mar Athanasius College, Kothamangalam.  
2) File



# COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

15-16

Hindi

REGISTRAR



Cochin University P.O.  
Kochi-682022, Kerala, India

No.Ad. D3/FR/I/2015 PF

28/09/15

## MEMO

Ref: Rank list Notification NoAd.D3/136/Notif/2008 dated 06.02.2015

\*\*\*\*\*

Dr. Aneesh K N, Kalarickal House, Vengoor, 683546 is informed that he is selected for appointment to the post of Assistant Professor (Hindi) [OBC] in the Dept. of Hindi under the University on a Scale of Pay of ₹ 15600 – 39100 with AGP ₹ 6000. He shall be responsible to do teaching in his area of specialization in any Department/School/Institution maintained by the University.

Dr. Aneesh K N is directed to report for duty forthwith but not later than 13.10.2015 before the Head, Dept. of Hindi, Cochin University of Science and Technology, Cochin University P.O., Kochi – 682 022 with the following documents in original:

1. Certificates to prove age, qualifications, experience, Community and Non-Creamy layer
2. Medical Certificate of fitness obtained from a Medical Officer not below the rank of Civil Surgeon.
3. Relieving Order or No Objection Certificate from the present employer if already employed.
4. Filled up annexure I of the Police Verification Report (copy enclosed)

If he does not join duty within the stipulated period this offer of appointment will be treated as cancelled. Dr. Aneesh K N will be on probation for a period of one year on duty within a continuous period of 2 years from the date of his joining duty.

The appointment is subject to provisions of the Cochin University of Science and Technology Act, 1986, the Statutes, Ordinances, Rules applicable to the employees of the University.

REGISTRAR

To

Aneesh K N  
Kalarickal House  
Vengoor  
683546

Copy to:  
The Head  
Dept. of Hindi  
Cochin University of Science  
and Technology  
Kochi – 22

With request to forward the Joining Report, CTC, attested copies of the certificates, Medical Certificate, Proforma for Police Verification and NOC (original) with a verification seal affixed by the Head immediately after the joining.



## SPICES BOARD

(Ministry of Commerce & Industry Govt. of India)

Sugandha Bhavan  
N.H. By-pass  
P.B. No. 2277  
Palarivattom P.O.  
Cochin - 682 025, India

## स्पाइसेस बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

सुगन्ध भवन  
एन.एच. बाईपास  
पी.बी.नं. 2277  
पालारिवट्टम पी.ओ.  
कोचिन - 682 025, भारत

REGISTERED A/D

No. ADM/APP/1/2015-16/ 686

Dated 30<sup>th</sup> May 2016

### MEMORANDUM

Sub: Appointment as Senior Clerk under the Spices Board - reg.

.....

With reference to his application dated 01.12.2015 and on the basis of the written test held on 13.03.2016, the Chairman, Spices Board is pleased to offer, Mr. Jaison J Mylador, a temporary post of Senior Clerk in the Spices Board in the Pay Band of PB- 1: Rs.5200-20200 + GP Rs.2400. The appointee will be entitled to draw dearness and other allowances at the rates admissible under and subject to the conditions laid down in the Central Government rules and orders governing the grant of such allowances in force from time to time. Mr. Jaison J Mylador is requested to report for duty before the Secretary, Spices Board, Head Office, Sugandha Bhawan, N H By-pass Road, Palarivattom P.O, Kochi - 682025 on or before 29<sup>th</sup> June, 2016.

1. Subject to applicability to the Spices Board of the New Pension Scheme announced by the Government effective from 01.01.2004, the appointee will be covered under the same, which inter-alia involves monthly contribution by the employee at the rate of 10% of her Basic Pay + Grade Pay and Dearness Allowance.
2. The terms of appointment are as follows:
  - (i) The appointment is temporary. The appointee will be on probation for a period of two years from the date of his joining the post.
  - (ii) The appointment may be terminated at any time by a month's notice given by either side, viz., the appointee or the appointing authority without assigning any reasons. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiration of the stipulated period of notice by making payment to her of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.



S. Kumar

.....2

Website: [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

E-mail: [kpsc.pw@kerala.gov.in](mailto:kpsc.pw@kerala.gov.in)  
Telephone No. 04868- 772359

KERALA PUBLIC SERVICE COMMISSION  
DISTRICT OFFICE : IDUKKI

File No. IDE(1)2127/14

Place : Kattappana,  
Date : 04.04.2016

From  
The District Officer,  
K.P.S.C. District Office,  
Idukki.

To  
41. Smt. Anjaly Joseph

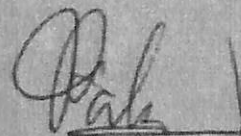
Sub :- Advice for appointment as *Women Police Constable (KAP 5<sup>th</sup> Bn)* on  
Rs. 10480-18300/-(P.R) in *Police Department*.

\*\*\*\*\*

You are informed that you have been advised for recruitment as *Women Police Constable* in the above Department in *O.C Turn*. The selection is subject to the Rules 3 (c) 10 (b) of the Kerala State and Subordinate Services Rules, 1958. You are also directed produce the original One Time Verification Certificate before the appointing authority the time of joining duty.

Further instructions will be issued to you in due course by the above Department/Institution

Yours faithfully,



For District Officer

B.- If posting orders are not received from the above Department/Institution within a period of three months from the date of this advice letter, the fact may be intimated to this office.

Corporate Educational Agency, Diocese of Kothamangalam

Fr. Kuriakose Kodakalil  
SECRETARY  
Bishop's House, Kothamangalam  
Kerala - 686 691



Phone : 0485 - 2861625  
Fax : 0485 - 2861625  
E-Mail : Corporateeduklm@sify.com

To ..... Date ..... 1-9-15  
Smt. Jeeva Mary Jose, HSS T. (Se), Hmichi  
S.S. HSS Parappur  
Sir / Madam,

I propose to appoint you Higher Secondary School teacher in ..... Hmichi  
subject to departmental rules, with effect from ..... 1-9-15  
at ..... S.S. HSS Parappur

You may report to me immediately with the following documents (those ticked).

- 1) S.S.L.C. Book
- 2) Degree, P. G. and B.Ed Certificates
- 3) Conduct certificate
- 4) Declaration by candidate
- 5) Service Book
- 6) Certificate of Religious formation
- 7) Previous approved Appointment order
- 8) True copies of qualification certificates attested by yourself

To  
The Manager  
S.S. HSS Parappur

Jr. Stanislaus Kuma  
Secretary  
Corporate Educational Agency  
Diocese of Kothamangalam  
Kothamangalam - 686 691

Dear Very Rev. / Rev. Father,

The above person is appointed Higher Secondary School teacher in ..... Hmichi  
with effect from ..... 1-9-15  
in the vacancy of ..... New post  
He / She may be allowed to join duty.  
Date 1-9-15

Jr. Stanislaus Kuma  
Secretary  
Corporate Educational Agency  
Diocese of Kothamangalam  
Kothamangalam - 686 691

To  
The Principal,

The above memo is forwarded to you for information and necessary action.  
The person may be allowed to join duty.

Manager

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല  
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

No. Ad.D3/9400/2014/Hindi



Cochin University P.O.  
Kochi - 682 022, Kerala, India  
07.07.2015

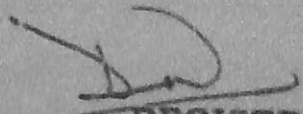
MEMO

Ms. Viji .V, Rohini House, Kottappuram, Alangad P.O, Aluva - 683 511 is informed that she is selected for appointment as Lecturer on contract basis in the Department of Hindi under the University for a period of one year with break during vacation months of May & June from the date of joining duty or till regular recruits join duty whichever is earlier on a consolidated salary of ₹35,000/- (Rupees Thirty Five Thousand only) per month.

Ms. Viji .V is directed to report for duty with all documents in original to prove age, qualification, caste and experience before the Head, Department of Hindi forthwith, not later than 07.08.2015.

In case the candidate does not join duty before the stipulated period, the offer of appointment will be treated as cancelled.

Ms. Viji .V is also directed to execute an agreement with the University in the prescribed format enclosed herewith, on a stamp paper worth ₹100/-

  
REGISTRAR

To

Ms. Viji .V  
Rohini House  
Kottappuram  
Alangad P.O  
Aluva - 683 511

Copy to: The Head, Department of Hindi with a request to forward to the Registrar the CTC, Joining Report, attested copies of certificates, and the agreement (duly verified) executed by the candidate at the time of joining duty.

15-16

പരാമർശം: 1. 16/04/2001 തീയതിയിലെ ജി. ഒ (പി) 144/2001/ ഐ.വി.വ നമ്പർ ഉത്തരവ്  
 2. കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ, സെക്രട്ടറിയുടെ 28/09/2015 തീയതിയിലെ ആർ.എസ്.സി(2)10432/15/ബിഡബ്ല്യു നമ്പർ കത്ത്

**ഉത്തരവ്**

ഹയർസെക്കണ്ടറി വിദ്യാഭ്യാസ വകുപ്പിൽ HSST(ശുഭനക്ഷത്രം)HINDI തസ്തികയിൽ 1958 ലെ കേരള സ്റ്റേറ്റ് ആൻഡ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾസിന്റെ ചട്ടം (3) (സി) 10 (ബി) വകുപ്പുകളുടെ നിബന്ധനകൾക്ക് വിധേയമായി 16980-31360 തൃപ്രയാർ സെക്ഷൻ സെക്ഷൻ ഓഫ് എസ്. സി. ഓഫീസ് തിരുവനന്തപുരം ഉത്തരവ് പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ നിരക്കനോപയോഗ നൽകിയ താഴെ പറയുന്ന ഉദ്യോഗാർത്ഥികളെ അവരുടെ പേരിന് നേരെ പേർത്തിടംകൊണ്ടു സ്കൂളുകളിൽ നിയമിച്ചു ഉത്തരവാകുന്നു.

ക്രമ നമ്പർ	പേരും വിലാസവും	രേഖകൾ അപരിഷ്കരിച്ച / പരിഷ്കരിച്ച പേര്	ജനന തീയതി	വിദ്യാഭ്യാസ യോഗ്യത/ ജാതി/ സമുദായം	നിയമിക്കപ്പെടുമ്പോൾ	നിയമനോട്ടീസിൽ കണക്കാക്കപ്പെടുന്ന സ്കൂളിന്റെ പേരും താലൂക്കും
1	2	3	4	5	6	7
7	CINI P K VAISAKHAM, MANAPPALLY (N) (PO) KARUNAGAPALLY KOLLAM 690574	P K KRISHNANKUTTY	27/01/198	1. M.A. Hindi 2. B.Ed. Hindi 3. SET. Hindi 4. M.Phil. Hindi	OC	7168 GOVT. MODEL HSS, MUVATTU UZHA, ERNAKUL M

ഈ നിയമനം ലഭിച്ച ഉദ്യോഗാർത്ഥി ജനന തീയതി, വിദ്യാഭ്യാസ യോഗ്യത, ജാതി (നിയമന ഉത്തരവിൽ പ്രതിപാദിക്കുന്നതല്ലെങ്കിൽ മാത്രം) എന്നിവ തെളിയിക്കുന്നതിനുള്ള ആവശ്യ സർട്ടിഫിക്കറ്റുകൾ, സ്വീകർത്ത സർക്കാർ ഓഫീസിൽ സർക്കാർ ഓഫീസിൽ സെലക്ഷൻ ഓഫീസർ നൽകുന്ന നിർദ്ദിഷ്ട രീതിയിലുള്ള 'മെഡിക്കൽ ഹിസ്റ്ററിസ്' സർട്ടിഫിക്കറ്റ് (വിശദമായും, ഹോട്ടോ എന്നിവ സാക്ഷ്യപ്പെടുത്തിയത്) അംഗ പരിശോധനയ്ക്കായി സെലക്ഷൻ ഓഫീസിന്റെ സർട്ടിഫിക്കറ്റ് (നിയമന ഉത്തരവിൽ പ്രതിപാദിക്കുന്നതല്ലെങ്കിൽ മാത്രം) എന്നിവ സഹിതം ഈ ഉത്തരവ് കൈപ്പറ്റി 15 ദിവസത്തിനുള്ളിൽ നിയമനം ലഭിച്ചിട്ടുള്ള ഓഫീസ് മേലധികാരി മുൻപാകെ ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്. അല്ലാത്ത പക്ഷം ഈ നിയമനോട്ടീസ് റദ്ദ് ചെയ്യുന്നതുമാണ്. നിയമനം ലഭിച്ച സ്കൂളിലേക്ക് അടുത്ത പൊതു പരീക്ഷാർത്ഥിന് സർവ്വീസിലിരിക്കുന്ന സീനിയർ ആയ അധ്യാപകർക്ക് സ്ഥലം മാറ്റം ലഭിക്കുകയാണെങ്കിൽ മറ്റൊരു സ്കൂളിലേക്ക് മാറ്റം നിയമിക്കുന്നതാണ്.

ഈ നിയമനം കേരള സ്റ്റേറ്റ് ആൻഡ് സബോർഡിനേറ്റ് സർവ്വീസ് ചട്ടത്തിന്റെ (10(B) പ്രകാരം ചട്ടം 9 ഉപചട്ടം 1) , 05/03/1974 ലെ ജി.ഒ(പി) നമ്പർ 49/74/പി.ഡി നമ്പർ ഉത്തരവ് എന്നിവ പ്രകാരം തിരഞ്ഞെടുക്കപ്പെട്ടവർക്കും കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന്റെയും പൊലീസിന്റെയും പരിശോധനയ്ക്കായി വിധേയമായിരിക്കും. നിയമനം, കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന്റെയും പൊലീസിന്റെയും റിപ്പോർട്ട് പ്രതിലുബ്ധമാകുന്ന നിയമനം റദ്ദ് ചെയ്യുന്നതാണ്.

നിലവിൽ ജനന തീയതിയിൽ ഏതെങ്കിലും തരത്തിലുള്ള അപാകത നിലനിൽക്കുന്ന ഉദ്യോഗാർത്ഥികൾ സർവ്വീസ് പ്രവേശിച്ച് താഴെ വർഷത്തിനകം ആരത്ത് തിരുത്തി കിട്ടുന്നതിനുള്ള അപേക്ഷ ഉപരി മാർഗ്ഗം സർവ്വീസിലേക്കുമാകുന്നതാണ്.

ഈ ഉത്തരവ് പ്രകാരം സർവ്വീസിൽ പ്രവേശിക്കുന്നവർക്ക് 07/01/2013 ലെ സർക്കാർ ഉത്തരവ് ജി.ഒ (പി) 20/2013/പി.ഒ പ്രകാരം നിലവിൽ വന്ന നാഷണൽ പേർഷൻ സ്കീം ബാധകമായിരിക്കും.



## *Aranya Nivas*

Unit of KTDC Ltd (A Govt of Kerala Undertaking)  
Periyar Wildlife Sanctuary, Thekkady, Idukki-685536, Kerala

Tel: +91-4868-250111 Fax:+91-04869-222282 E-mail: [aranyanivas@ktdc.com](mailto:aranyanivas@ktdc.com) Web: [www.ktdc.com](http://www.ktdc.com)

No.ANH/Est/760/2016

27.12.2016

### **TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. George kutty Mathew, Master of Travel and Tourism (MTTM) first semester of Nirmala College, Muvattupuzha, Eranakulam, has successfully completed his Twenty one days of internship and project work from 05/12/16 to 25/12/16.

We wish him all success in future endeavours.



*[Handwritten Signature]*  
MANAGER

Statistics Sept-2016-17 15-16

No. 11013/3/2014-ISS-Vol-III  
Government of India  
Ministry of Statistics & Programme Implementation

\*\*\*\*\*

Sardar Patel Bhavan, Sansad Marg,  
New Delhi, Dated 09.11.2015

To

Shri Niret K Kurian  
Kuttiyanickal Puthenpurayil,  
Kizhakombu-PO,  
Koothattukulam,  
Kerala 686662

**Subject:** Appointment to Junior Time Scale (JTS) of the Indian Statistical Service (ISS) on the basis of the result of ISS Examination- 2015.

Sir,

The President of India is pleased to offer you an appointment to Junior Time Scale (JTS) of the Indian Statistical Service on the basis of the result of the Indian Statistical Service Examination- 2015 held by the UPSC in May, 2015. The appointment is provisional, subject to found suitable for appointment in Government service and subject to the verification of your character & antecedents and other relevant documents.

2. The scale of pay attached to Junior Time Scale (JTS) of the service is PB-3, Rs. 15600-39100 (Grade pay Rs. 5400/-). Your initial pay in this scale will be fixed in accordance with the relevant rules and you will also, in addition, be eligible for usual allowances under the rules and orders in force from time to time.

3. Your appointment is temporary but likely to become permanent. Your claim for permanent appointment in JTS of the service will be considered in accordance with the ISS Rules, 2013 as amended from time to time.

4. ***The appointment is provisional till verification of your character & antecedents and submission of your certificates in respect of SC/ST/OBC status (if applicable), age, etc. within a stipulated period of three (3) months from date of issue of this letter. If you fail to produce the requisite certificate, you are liable to refund to the government all the money paid to you on account of pay and allowances etc during the period of your probation and also liable to be terminated summarily.***

5. You will be on probation for a period of two years from the date of your joining. The period of probation may be extended at the discretion of the competent authority. You will be on training for a period of two years during which you would be required to undergo such training and to pass such tests as the Ministry of Statistics & P I may prescribe from time to time. Failure to complete the period of probation to the satisfaction of the Government or to pass the prescribed tests to be conducted by the Ministry of Statistics & P. I. or any other institution for which the training is arranged by the Ministry of Statistics & P.I. will render you liable to be discharged from the service or reversion to your substantive post, if any, under the Central or the State Government on which you may be retaining a lien. You will also, so long as you remain on probation, be liable to be discharged from the service or to be reverted to your substantive post, if any, if on any adverse information received relating to







DELITIA GEORGE &lt;delitiageorge@gmail.com&gt;

**Fwd: Letter of Intent - Gopika Dinesh - Ref. No.: 5490492**

2015-16

1 message

GOPIKA DINESH <gopikadinesh717@gmail.com>  
 To: Delitiageorge@gmail.com

Mon, Jan 25, 2016 at 9:44 PM

—— Forwarded message ——

From: manager.campus@wipro.com  
 Date: Thu, 10 Sep 2015 19:40:11 +0530  
 Subject: Letter of Intent - Gopika Dinesh - Ref. No.: 5490492  
 To: gopikadinesh717@gmail.com

Campus - Letter Of Intent

September 10, 2015

Dear Gopika Dinesh,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance



2015-16

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20153026150/Pune**  
**Date: 08/03/2016**

Ms. Akhila Babu  
ThekkanattukudiyilMudavoor P.O,  
Muvattupuzha,  
Muvattupuzha-686669,  
Kerala.  
Tel# 91-8281756357

Dear Akhila Babu,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in grade **YG**. Your gross salary including all benefits will be ₹1,86,002/- per annum, as per the terms and conditions set out herein.

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

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

**TCS Confidential**  
**TCSL/DT20153026150**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS-1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 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

3/18/2016

Gmail - Fwd: Letter of Intent - Haris Salim - Ref. No.: 5530750

2015-16.



DELITIA GEORGE <delitiageorge@gmail.com>

**Fwd: Letter of Intent - Haris Salim - Ref. No.: 5530750**

1 message

haris e salim <harisesalim@gmail.com>  
To: delitiageorge@gmail.com

Thu, Mar 17, 2016 at 4:06 PM

Forwarded message

From: <manager.campus@wipro.com>  
Date: 18 September 2015 at 15:40  
Subject: Letter of Intent - Haris Salim - Ref. No.: 5530750  
To: harisesalim@gmail.com

**Campus - Letter Of Intent**

September 18, 2015

Dear Haris Salim,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.



DELITIA GEORGE &lt;delitiageorge@gmail.com&gt;

2015-16

**Fwd: Letter of Intent - Vimal Skumar - Ref. No.: 5537913**

1 message

Vimal S Kumar <vimalskumar143@gmail.com>  
To: delitiageorge@gmail.com

Mon, Jan 25, 2016 at 11:29 AM

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

From: <manager.campus@wipro.com>

Date: Fri, Sep 18, 2015 at 3:40 PM

Subject: Letter of Intent - Vimal Skumar - Ref. No.: 5537913

To: vimalskumar143@gmail.com

### Campus - Letter Of Intent

September 18, 2015

Dear Vimal Skumar,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

- I. Your designation would be Project Engineer, belonging to career band TRB.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. 11500/- per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
- III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to two years commencing from the date of completion of the Training period. The agreement requires you to reimburse Rs. 75000 to Wipro, for the cost of training incurred, in the event you exit before the said period.

- a. The salary stack for Project Engineer is as given below:

Component	Amount(INR)
Basic	4,550
HRA	2,275
Commutation Allowance	2,500
Wipro Benefits Plan (WBP)	1,787
<b>Total Fixed Cash</b>	<b>11,112</b>
PF (12% of Basic)	546
Gratuity (5.31% of Basic)	242
<b>Total Fixed Compensation</b>	<b>11,900</b>
Health benefit (Medical)	450
Target QPLC (10% of CTC)	650
<b>Target Cost to Company per month</b>	<b>13,000</b>
<b>Total Cost to Company per annum</b>	<b>156,000</b>



DELITIA GEORGE &lt;delitiageorge@gmail.com&gt;

**Fwd: Letter of Intent - Jilumol Joseph - Ref. No.: 5518595**

2015-15

1 message

Jilumol joseph <jilumoljoseph@gmail.com>  
 To: Delitiageorge@gmail.com

Mon, Jan 25, 2016 at 9:34 PM

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

From: manager.campus@wipro.com  
 Date: Fri, 18 Sep 2015 15:40:09 +0530  
 Subject: Letter of Intent - Jilumol Joseph - Ref. No.: 5518595  
 To: jilumoljoseph@gmail.com

Campus - Letter Of Intent  
 September 18, 2015  
 Dear Jilumol Joseph,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

Your designation would be Project Engineer, belonging to career band TRB. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. 11500/- per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to two years commencing from the date of completion of the Training period. The agreement requires you to reimburse Rs. 75000 to Wipro, for the cost of training incurred, in the event you exit before the said period. The salary stack for Project Engineer is as given below:

Component	
Amount(INR)	
Basic	4,550
HRA	2,275
Commutation Allowance	2,500
Wipro Benefits Plan (WBP)	1,787
Total Fixed Cash	11,112
PF (12% of Basic)	546
Gratuity (5.31% of Basic)	242
Total Fixed Compensation	11,900
Health benefit (Medical)	450
Target QPLC (10% of CTC)	650

2015-16.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20153026218/Trivandrum**  
**Date: 31/03/2016**

Mr. Vishnu K P  
Kallarakuzhiyil(H)Karikode,  
Karikode,  
Muvattupuzha-686610,  
Kerala.  
Tel# 91-9747639186

Dear Vishnu K 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.

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 **₹1,86,002/-** per annum, as per the terms and conditions set out herein.

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

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

**TCS Confidential**

**TCSL/DT20153026218 TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

**Vismaya Building 6th Floor, Infopark, Kuzhupatti P.O., Kochi 682 030 India**

**Tel: 0484 654 5000 Fax: 0484 654 5255 Website: www.tcs.com**

**Registered Office: Narmal Building, 6th Floor, Nariman Point, Mumbai 400 021**

**TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com**

Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

You are also entitled to unique Benefits as mentioned below.

1. Medical reimbursements are available towards domiciliary medical expenses of up to Rs. 15,000 per annum under the Medical Assistance Plan (MAS).
2. Additional Hospitalization expenses of Rs. 10,000 per annum for expenses incurred in CBDT approved hospitals.
3. A Group Personal Accident Insurance (GPAI) Program of Rs. 12,00,000/-. You could also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
4. Group Life Insurance Program of Rs. 14,00,000/ is available for students. This makes it possible to also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.

In addition to the above, students are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to Rs. 2,00,000/-. For any hospitalization claims beyond Rs. 10,000, 10% of the claim amount would need to be borne by the students.
- b. Medical reimbursements of up to Rs. 50,000 per annum under Medical Benefit Scheme (MBS) are available as well towards Specified Illnesses.

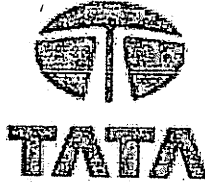
Kindly note that the above terms are subject to change at our discretion. Based on the acceptance of this Letter, a detailed appointment letter with the terms and conditions of employment will be issued to you.

Your appointment is subject to the satisfactory verification of the documents and details mentioned in your application form and / or any information furnished at the time of interview, in addition to the fulfillment of the eligibility criteria.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,

For Wipro Limited,



2015-16.

**Offer: Computer Consultancy**  
**Ref: TC SL/DT20153026124/Pune**  
**Date: 18/03/2016**

Mr. Alan Joseph  
Nelliukunne/Manikinar,  
Paimattom,  
Kothamangalam-686693,  
Kerala.  
Tel# 0485-2855670

Dear Alan Joseph,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in grade **YG**. Your gross salary including all benefits will be **₹1,86,002/-** per annum, as per the terms and conditions set out herein.

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

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

**TCS Confidential**  
**TC SL/DT20153026124**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

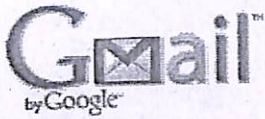
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



3/17/2016

Gmail - Fwd: Letter of Intent - Jeenu Jose - Ref. No.: 5490350

2015-16



DELITIA GEORGE <delitiageorge@gmail.com>

**Fwd: Letter of Intent - Jeenu Jose - Ref. No.: 5490350**

1 message

jeenu jose nelloor <jeenujosenelloor@gmail.com>  
To: delitiageorge@gmail.com

Mon, Jan 25, 2016 at 11:06 PM

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

From: manager.campus@wipro.com  
Date: Thu, 10 Sep 2015 19:40:11 +0530  
Subject: Letter of Intent - Jeenu Jose - Ref. No.: 5490350  
To: jeenujosenelloor@gmail.com

Campus - Letter Of Intent

September 10, 2015

Dear Jeenu Jose,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance

## Campus - Letter Of Intent

September 18, 2015

Dear Treesa Jose,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

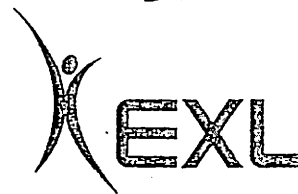
The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

2015-17 2015-16.



PRIVATE AND CONFIDENTIAL

To, SAMUEL JOSE  
PULICKAYATH (H)  
KAVANA, VAZHAKULAM P.O. LETTER OF INTENT (LOI)  
MUVATTILPUZHA, PIN-686670

Dated 21-01-2016

Dear SAMUEL JOSE

Subsequent to our discussions and interest shown by you, we are pleased to offer you employment with Outsourcpartners International Private Limited. (the "Company") at our Kochi office as Associate in Operations at Band A1. Final Selection will be confirmed on later date.

This offer is subject to the following conditions: -

- (i) accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work / joining the employment of the Company on the aforesaid date.
- (ii) Your meeting all the evaluation criteria in all the trainings and clearing internal and client assessments.
- (iii) Successful background and reference check.

If any of the above conditions are not full-filled or met with, this LOI as well as appointment letter / employment agreement shall stand cancelled

Your total Annual CTC will be Rs.1,78,824/-

You will be on probation for a period of six months, commencing from your joining date, which may be extended at the sole discretion of the Company. The Company will inform you if it decides to extend your probation period; otherwise your employment shall stand confirmed. Your employment will be in accordance with the rules, regulations and policies of the Company, as amended from time to time and as amended up-to-date. All payments made by the Company will inter alia be in accordance with the income tax norms prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended, re-framed or substituted from time to time.

You shall be based in Kochi but your services are transferable and you may be assigned / transferred in India or outside India to serve the Company or any of its affiliates, holding, subsidiaries, group and/or associated companies or any customer or customers' client of the Company or any customer or customers' client of any of Company's affiliates, holding, subsidiaries, group and/or associated companies. The job offered entails working in shifts including night shifts.

Ref : Applicant No. : *Nirmala College (B.Sc.)*

Date: *11.1.2016*

Dear *Alphonse*,

**PROVISIONAL OFFER LETTER**

**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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College  
(B.Lom)*

Date: *11.1.16.*

Dear *Nabeel Ebrahim,*

**PROVISIONAL OFFER LETTER**

**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.

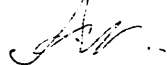
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Arumala College*  
*(P/C/A)*

Date: *11.1.16*

Dear *Jithin James,*

**PROVISIONAL OFFER LETTER**

**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 Global Services**

  
**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Mimale College (B.Sc.)* Date: *11.1.16*

Dear *Smith Suresh*,

**PROVISIONAL OFFER LETTER**

**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 Global Services**

*A*  
**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College  
(B.Sc)*

Date: *11.1.16*

Dear *Jeffre Xavier,*

**PROVISIONAL OFFER LETTER**

**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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**



Ref : Applicant No. : *Nirmala College*  
*(B. Com)*

Date: *11.1.16.*

Dear *Christopher*,

**PROVISIONAL OFFER LETTER**

**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 Global Services**

*[Signature]*

**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Marmala College (B. Com)* Date: *11.1.15*

Dear *Geo Paul*,

**PROVISIONAL OFFER LETTER**

**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.

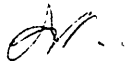
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College*  
*(B.Com)*

Date: *11.1.16*

Dear *Vineth Narayanan,*

**PROVISIONAL OFFER LETTER**

**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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala Collage (B.Tom)* Date: *11.1.15*

Dear *Akhil Mathew*,

**PROVISIONAL OFFER LETTER**

**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 Global Services**

*[Signature]*  
**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College*  
*(R. Coim)*

Date: *11.1.16*

Dear *Varsha S.*,

**PROVISIONAL OFFER LETTER**

**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.

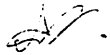
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 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 Global Services**

  
**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College (B.Lom)*

Date: *11-1-18*

Dear *Nisha Joseph,*

**PROVISIONAL OFFER LETTER**

**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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College (P. Com).*

Date: *11-1-16.*

Dear *Elsa Rose,*

**PROVISIONAL OFFER LETTER**

**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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College (B. Com)*

Date: *11.1.16*

Dear *Nayana John,*

**PROVISIONAL OFFER LETTER**

**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 Global Services**

  
**Authorized Signatory**

**Candidate Acceptance**



Ref : Applicant No. : *Alimale College (BA)*

Date: *11-1-16*

Dear *Gayathri Rajaji,*

**PROVISIONAL OFFER LETTER**

**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 Global Services**

*[Signature]*  
**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College (BA)*

Date: *11.1.2016*

Dear *Anjaly Jayan,*

**PROVISIONAL OFFER LETTER**

**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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College (B. Com.)* Date: *11.1.16*

Dear *Chitika Biby.*

**PROVISIONAL OFFER LETTER**

**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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College (B Com)*

Date: *11.1.16*

Dear *Nikhil Raji,*

**PROVISIONAL OFFER LETTER**

**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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College (B.L.M)* Date: *11.1.16*

Dear *Narita Thomas*

**PROVISIONAL OFFER LETTER**

**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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College (B.Com)*

Date: *11-1-16*

Dear *John Francis,*

**PROVISIONAL OFFER LETTER**

**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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Ref : Applicant No. : *Nirmala College  
(B.Sc)*

Date: *11.1.16.*

Dear *Gayathri Dinesh kumar,*

**PROVISIONAL OFFER LETTER**

**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 Global Services**



**Authorized Signatory**

**Candidate Acceptance**

Mr./Ms. JOBIN GEORDY  
C/O Mr./Ms. GEORDY GEORGE  
BELIKUNNEL (H)  
KALLOORKAD P O  
KALLOORKAD  
MUVATTUPUZHA



Sir/ Madam,

**SUB: APPOINTMENT IN THE BANK AS PROBATIONARY CLERK**

In continuation to our letter PER: HRD: TRG:96: 2014-15 dt 26.02.2015, we are glad to offer you appointment in our Bank as Probationary Clerk.

1. Your place of posting will be at:

**THE SOUTH INDIAN BANK LTD  
BR/OFFICE: CHENGANNUR  
DOOR NO 12, WARD NO XI  
AMBATTU BUILDING,COURT ROAD  
CHENGANNUR PO,KERALA  
PIN-689121  
PH: 0479-5788225**

You are advised to report for duty at the above branch/dept. immediately after the completion of induction training program.

2. Initially you will be on probation for a period of six months. On successful completion of probation, you will be confirmed in the service of the Bank as Clerk.

During the period of probation, you are expected to acquire sufficient knowledge and experience in Banking. In the event the Bank finds your services unsatisfactory, it reserves the right to extend your probation/terminate your service at its sole discretion.

3. Please note that in future you are liable for transfer anywhere in India at sole and absolute discretion of the Bank. Also note that you may be shifted to other centers within the state even during the probation period.

4. Further, on joining, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of (3) three years (Active Service) from the date of your joining the Bank. In case you leave the service of the Bank for any reason whatsoever before the expiry of the said period, you shall be liable to pay a sum of Rs. 75,000/- (Rupees Seventy Five Thousand only) as



2015-16



March 14, 2016

Welcome to WASE

Wipro Academy of Software Excellence  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bangalore - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Ms. Salumol Mathew  
Kunnathu(H), Anicadu,  
Avoly Po,  
Muvattupuzha - 686670  
Kerala

Dear Salumol Mathew,

**Sub: Enrolment letter to WASE as Student - Computer Applications**

Welcome to Wipro Technologies!

With reference to your application with Wipro Technologies, it is our pleasure to enroll you as a Student - Computer Applications with the Wipro Academy of Software Excellence ("WASE" or "the Academy")

The duration of this academic study would be 48 months. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WASE and have an enriching experience being a part of Wipro.

Please read through the terms and conditions mentioned in the Annexures.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,

For Wipro Limited,

**Rajeev Kumar**  
Global Head - Campus Hiring

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

15-16

**Campus - Letter Of Intent**

September 18, 2015

Dear Litty Jose,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR/yr)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

## Campus - Letter Of Intent

September 18, 2015

Dear Annu Thomas,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

Wipro  
Chennai  
M 9743

## Campus - Letter Of Intent

September 18, 2015

Dear Haritha Hari,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the

## Campus - Letter Of Intent

September 18, 2015

Dear Preetha Jose,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Monthly Scholarship (INR p.m)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable under the law to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the

## Campus - Letter Of Intent

September 18, 2015

Dear Vishnu S,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

I. Your designation would be Student - Computer Applications.

II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.

III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR/pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable under the to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the

**Campus - Letter Of Intent**

September 18, 2015

Dear Anie Roy,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR/pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable under the law to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

## Campus - Letter Of Intent

September 18, 2015

Dear Amulliya Jose,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

**You are also entitled to unique Benefits as mentioned below:**



## Campus - Letter Of Intent

September 18, 2015

Dear Treesa Jose,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

## Campus - Letter Of Intent

September 18, 2015

Dear Ninu Sebastian,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at

## Campus - Letter Of Intent

September 18, 2015

Dear Jobin Jacob,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

## Campus - Letter Of Intent

September 18, 2015

Dear Gayathry D,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Contractual Scholarship (INR pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

## Campus - Letter of Intent

September 18, 2015

Dear Monse Michael,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

I. Your designation would be Student - Computer Applications.

II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.

III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR/pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book

## Campus - Letter Of Intent

September 18, 2015

Dear Amalu Balan,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at

## Campus Letter of Intent

September 18, 2015

Dear Archana Kumar,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at

## Campus - Letter Of Intent

September 18, 2015

Dear Ashley Mathews,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from



## Campus - Letter Of Intent

September 18, 2015

Dear Reshmanath R,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at

## Campus - Letter Of Intent

September 18, 2015

Dear Anntreesa Babu,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR/pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

Mr. The

Wipro  
@ChristyJk0812

**Computer - Letter of Intent**

September 18, 2015

Dear Sruthi S,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WISTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The

phesic

## Campus - Letter Of Intent

September 18, 2015

Dear Anit Joseph,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Calculated Scholarship (INR/pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

## Campus - Letter Of Intent

September 18, 2015

Dear Sreelakshmi Vs,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR/pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

physics

## Campus - Letter Of Intent

September 18, 2015

Dear Rosu Emmanuel,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR/pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

## Campus - Letter Of Intent

September 18, 2015

Dear Ananya Raj,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR/pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

## Campus - Letter Of Intent

September 10, 2015

Dear Gopika Dinesh,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the



**Opportunity Letter**

September 10, 2015

Dear Jeenu Jose,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR/pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

You are also entitled to unique Benefits as mentioned below:

- 1. Medical reimbursements are available towards domiciliary medical expenses of up to Rs. 15,000 per annum under the Medical Assistance Plan (MAS).
- 2. Additional Hospitalization expenses of Rs. 10,000 per annum for expenses incurred in CBDT approved hospitals.
- 3. A Group Personal Accident Insurance (GPAI) Program of Rs. 12,00,000/-. You could also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
- 4. Group Life Insurance Program of Rs. 14,00,000/ is available for students. This makes it possible to also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.

BCA

## Campus - Letter Of Intent

September 10, 2015

Dear Ashna Yusuf,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from



anandhu thankachan <anandhuthankachan@gmail.com>

## Letter of Intent - Anandhu Thankachan - Ref. No.: 5518082

manager.campus@wipro.com <manager.campus@wipro.com>  
To: anandhuthankachan@gmail.com

Fri, Sep 18, 2015 at 6:10 PM

### Campus - Letter Of Intent

September 18, 2015

Dear Anandhu Thankachan,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable under the to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

**You are also entitled to unique Benefits as mentioned below:**

**Campus - Letter Of Intent**

September 18, 2015

Dear Sambath Vijayan,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a

## Campus - Letter Of Intent

September 18, 2015

Dear Nayana John,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Consolidated Scholarship	
	13,500/- (*)
	16,000/- (*)
	19,000/- (*)
	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable. Contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the time of disbursement. You will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to the conditions applicable only when a student is registered for the semester.

**You are also entitled to unique Benefits as mentioned below:**

1. Medical reimbursements are available towards domiciliary medical expenses of up to **Rs. 15,000** per annum under the Group Medical Plan (MAS).

## Campus - Letter Of Intent

September 10, 2015

Dear Mukesh M,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book

Maths

## Campus - Letter Of Intent

September 10, 2015

Dear Nandu Sasi,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

Maths

September 10, 2015

Dear Anoop Jose,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

I. Your designation would be Student - Computer Applications.

II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.

III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR/pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

You are also entitled to unique Benefits as mentioned below:

1. Medical reimbursements are available towards domiciliary medical expenses of up to Rs. 15,000 per annum under the Medical Assistance Plan (MAS).
2. Additional Hospitalization expenses of Rs. 10,000 per annum for expenses incurred in CBDT approved



M on 10/9/15

September 10, 2015

Dear Ajesh Kc,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

You are also entitled to unique Benefits as mentioned below:

Related Google+ Page



Wipro

## Campus - Letter Of Intent

September 10, 2015

Dear Jimmy Paul,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

physics

September 10, 2015(wipro-3 physics)

Dear Dona Thomas,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

I. Your designation would be Student - Computer Applications.

II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.

III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable under the law to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

September 10, 2015

Dear Jesbin Jacob,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

I. Your designation would be Student - Computer Applications.

II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.

III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State

Maths

## Campus - Letter Of Intent

September 10, 2015

Dear Jilsa Jose,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

marks.

## Campus - Letter Of Intent

September 10, 2015

Dear Neethu Joseph,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to

September 28, 2015

Dear Jilby Jose,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable under the to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the

September 28, 2015

Dear Roshan Stanly,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.



September 28, 2015

Dear Amitha Prasad,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

September 28, 2015

Dear Amitha Prasad,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from

## Campus - Letter Of Intent

September 18, 2015

Dear Haris Salim,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

**You are also entitled to unique Benefits as mentioned below:**

## campus Letter Of Intent

September 18, 2015

Dear Jilumol Joseph,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

- I. Your designation would be Project Engineer, belonging to career band TRB.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. 11500/- per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
- III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to two years commencing from the date of completion of the Training period. The agreement requires you to reimburse Rs. 75000 to Wipro, for the cost of training incurred, in the event you exit before the said period.

- a. The salary stack for Project Engineer is as given below:

Component	Amount(INR)
Basic	4,550
HRA	2,275
Commutation Allowance	2,500
Wipro Benefits Plan (WBP)	1,787
<b>Total Fixed Cash</b>	<b>11,112</b>
PF (12% of Basic)	546
Gratuity (5.31% of Basic)	242
<b>Total Fixed Compensation</b>	<b>11,900</b>
Health benefit (Medical)	450
Target QPLC (10% of CTC)	650
<b>Target Cost to Company per month</b>	<b>13,000</b>
<b>Total Cost to Company per annum</b>	<b>156,000</b>

## Campus - Letter Of Intent

September 18, 2015

Dear Rahul Chandra,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

I. Your designation would be Student - Computer Applications.

II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.

III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

You are also entitled to unique Benefits as mentioned below:

1. Medical reimbursements are available towards domiciliary medical expenses of up to Rs. 15,000 per annum under the Medical Assistance Plan (MAS).
2. Additional Hospitalization expenses of Rs. 10,000 per annum for expenses incurred in CBDT approved hospitals.
3. A Group Personal Accident Insurance (GPAI) Program of Rs. 12,00,000/-. You could also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
4. Group Life Insurance Program of Rs. 14,00,000/ is available for students. This makes it possible to also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.

In addition to the above, students are also eligible to participate in a contributory medical insurance cover



anjaly prakash &lt;anjalyprakash95@gmail.com&gt;

## Fw: Letter of Intent - Arya Vidyadharan - Ref. No.: 5524381

1 message

ARYA VIDYADHARAN <aryavidyadharan2020@yahoo.in>  
 Reply-To: ARYA VIDYADHARAN <aryavidyadharan2020@yahoo.in>  
 To: "anjalyprakash95@gmail.com" <anjalyprakash95@gmail.com>

Fri, Sep 18, 2015 at 7:41 PM

On Friday, 18 September 2015 3:40 PM, "manager.campus@wipro.com" <manager.campus@wipro.com> wrote:

### Campus - Letter Of Intent

September 18, 2015

Dear Arya Vidyadharan,  
 Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)<>
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable under the to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when



anjaly prakash &lt;anjalyprakash95@gmail.com&gt;

## Letter of Intent - Anjaly Prakashm - Ref. No.: 5519019

2 messages

manager.campus@wipro.com <manager.campus@wipro.com>  
To: anjalyprakash95@gmail.com

Fri, Sep 18, 2015 at 3:40 PM

### Campus - Letter Of Intent

September 18, 2015

Dear Anjaly Prakashm,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WISTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable under the law. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

**You are also entitled to unique Benefits as mentioned below:**

## Campus - Letter Of Intent

September 18, 2015

Dear Vimal Skumar,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

- I. Your designation would be Project Engineer, belonging to career band TRB.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. 11500/- per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
- III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to two years commencing from the date of completion of the Training period. The agreement requires you to reimburse Rs. 75000 to Wipro, for the cost of training incurred, in the event you exit before the said period.

- a. The salary stack for Project Engineer is as given below:

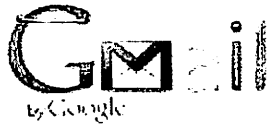
Component	Amount(INR)
<b>Basic</b>	<b>4,550</b>
<b>HRA</b>	<b>2,275</b>
<b>Commutation Allowance</b>	<b>2,500</b>
<b>Wipro Benefits Plan (WBP)</b>	<b>1,787</b>
<b>Total Fixed Cash</b>	<b>11,112</b>
<b>PF (12% of Basic)</b>	<b>546</b>
<b>Gratuity (5.31% of Basic)</b>	<b>242</b>
<b>Total Fixed Compensation</b>	<b>11,900</b>
<b>Health benefit (Medical)</b>	<b>450</b>
<b>Target QPLC (10% of CTC)</b>	<b>650</b>
<b>Target Cost to Company per month</b>	<b>13,000</b>
<b>Total Cost to Company per annum</b>	<b>156,000</b>

- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

Performance Category	Monthly Gross	Additional Allowance	Total Monthly Gross	Total Annual Gross
<b>Performance Category - 1</b>	<b>13,000.00</b>	<b>2,000.00</b>	<b>15,000.00</b>	<b>180,000.00</b>
<b>Performance Category - 2</b>	<b>13,000.00</b>	<b>1,000.00</b>	<b>14,000.00</b>	<b>168,000.00</b>
<b>Performance Category - 3</b>	<b>13,000.00</b>	<b>-</b>	<b>13,000.00</b>	<b>156,000.00</b>

- c. Apart from the standard salary emoluments, Project Engineers are also entitled





Jermy Jose &lt;jermyjose999@gmail.com&gt;

## Letter of Intent - Jermy Jose - Ref. No.: 5518061

manager.campus@wipro.com <manager.campus@wipro.com>  
To: jermyjose999@gmail.com

Fri, Sep 18, 2015 at 6:10 PM

### Campus - Letter Of Intent

September 18, 2015

Dear Jermy Jose,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

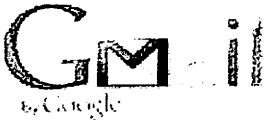
The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable under the law to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

**You are also entitled to unique Benefits as mentioned below:**



ashique ashi &lt;ashiqueksu1221@gmail.com&gt;

## Letter of Intent - Ashique Ks - Ref. No.: 5530286

manager.campus@wipro.com <manager.campus@wipro.com>  
To: ashiqueksu1221@gmail.com

Fri, Sep 18, 2015 at 6:10 PM

### Campus - Letter Of Intent

September 18, 2015

Dear Ashique Ks,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WISTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

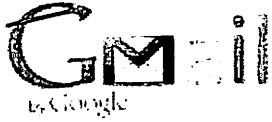
- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.



venkitesh.mj &lt;venkitesh.mangalath@gmail.com&gt;

## Letter of Intent - Venkitesh Mj - Ref. No.: 5530908

1 message

manager.campus@wipro.com <manager.campus@wipro.com>  
To: venkitesh.mangalath@gmail.com

Fri, Sep 18, 2015 at 6:10 PM

### Compus - Letter Of Intent

September 18, 2015

Dear Venkitesh Mj,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable under the law to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

**You are also entitled to unique Benefits as mentioned below:**

## Campus - Letter Of Intent

September 18, 2015

Dear Sona George,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable under the law to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

**You are also entitled to unique Benefits as mentioned below:**

September 19, 2015

Dear Tomin George,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WISTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR/pm)
First Year	13,500/- (*)
Second Year	16,000/- (*)
Third Year	19,000/- (*)
Fourth Year	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of Rs. 1250 per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the



Sobin Babu &lt;sobinbabu8@gmail.com&gt;

## Letter of Intent - Sobin Babu - Ref. No.: 5530331

2 messages

manager.campus@wipro.com &lt;manager.campus@wipro.com&gt;

Sat, Sep 19, 2015 at 3:10 PM

To: sobinbabu8@gmail.com

### Campus - Letter Of Intent

September 19, 2015

Dear Sobin Babu,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Wipro Ltd. for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro.

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
<b>First Year</b>	<b>13,500/-(*)</b>
<b>Second Year</b>	<b>16,000/-(*)</b>
<b>Third Year</b>	<b>19,000/-(*)</b>
<b>Fourth Year</b>	<b>23,000/-(*)</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable under the law to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

**You are also entitled to unique Benefits as mentioned below:**



# BHARATA MATA COLLEGE

(Affiliated to the Mahatma Gandhi University - Kottayam)  
Accredited by NAAC

THRIKKAKARA P.O., COCHIN - 682 021, KERALA, S. INDIA

E-mail : bharatamata@yahoo.co.in Website : www.bharatamatacollege.in

Tel: 0484- 2425121. Fax: 0484-2427796.

Annexure - 1

## APPOINTMENT ORDER FORM 6

(See Statutes 15 and 51 of Chapter 45, Mahatma Gandhi University)

### FORM OF APPOINTMENT ORDER

Station: Thrikkakara

Date : 09-07-15

VARGHESE PAUL, THOTTIYIL HOUSE, MARADU P.O., KOCHI-682304, is appointed as Assistant Professor in Malayalam Department in the retirement vacancy of Prof. JOSY JOSEPH (retired on 31-05-13) on a pay of Rs. 15,600 with AGP of Rs. 6,000 per month in the scale of Rs. 15,600 – Rs. 39,100 (AGP Rs. 6,000) in Bharata Mata College from 09.07.2015 F.N., subject to the provisions of the Mahatma Gandhi University Act, 1985 and Statutes, Ordinances, and Regulations made there under and such other Rules and Orders issued, from time to time by the Mahatma Gandhi University or such other authority, who may be competent to issue such Rules, Orders etc., under the said Statutes.

Seal of the Governing Body



Managing Council of the College



Signature of Manager



## APPOINTMENT LETTER

**March 18, 2016**

**Mr. Nithin Jose Thomas**  
Madukkangal House,  
Melukavumattom P O,  
Melukavumattom-686652  
Kerala

Dear **Nithin Jose Thomas**,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page -11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.  
Your compensation will be reviewed periodically as per Wipro policy.
- d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Page 1

**Ref No: 5875148**

Confidential

**Registered. Office:** Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054  
Website: [www.wipro.com](http://www.wipro.com), Email: [info@wipro.com](mailto:info@wipro.com), CIN No. L32102KA1945PLC020800





### 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.
- f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

### 4. Responsibilities:

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

### 5. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and



beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

## **6. Assignment of Intellectual Property**

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

## **7. Non-Compete**

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

## **8. General:**

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

- a. The employment terms in this Agreement are subject to change with the change in Wipro policies.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.



- e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:
  - i. Your failing to clear any backlog papers, and/or
  - ii. a. For Graduates: You are not being able to maintain minimum aggregate marks of 60% in your graduation.  
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 60% in your graduation and 60% in post-graduation.

**9. Training Agreement:**

- a. This letter of appointment is subject to your training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bangalore 560035 on or before joining Wipro.
- b. Training agreement in Wipro is for a total period of 24 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 21 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 24 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

**10. Notice Period:**

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

Yours sincerely,  
For **Wipro Limited**,

**Rajeev Kumar**  
**Global Head - Campus Hiring**

I agree to accept employment on the terms and conditions mentioned in the above letter.

**Date:** \_\_/\_\_/\_\_

**Signature**.....



## ANNEXURE I

### CONFLICT OF INTEREST

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

#### **Under this Policy:**

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

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

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.



- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**Signature:**.....



**ANNEXURE II**

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

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

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

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

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

**Name:**

**Date:** \_\_/\_\_/\_\_

**Signature**.....



**ANNEXURE III**

**SALARY OFFER SHEET**

**Name : Nithin Jose Thomas**

**Position : Project Engineer**

**Career Group: TRB**

- a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs. 12,000/-** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	5,840
HRA	3,000
Commutation Allowance	1,600
Bonus	1,400
Wipro Benefits Plan (WBP)	2,366
Additional allowance	-
<b>Total Fixed Cash</b>	<b>14,206</b>
PF (12% of Basic)	710
Gratuity (5.31% of Basic)	311
<b>Total Fixed Compensation</b>	<b>15,227</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target QPLC (5% of CTC)	840
<b>Target Cost to Company per month</b>	<b>16,667</b>
<b>Total Cost to Company per annum</b>	<b>200,004</b>

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



- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	MONTHLY GROSS	ADDITIONAL ALLOWANCE	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category (Top 30%)- 1	15,000	3,340.00	18,340	220,080
Performance Category (Remaining 70%) - 2	15,000	1,670.00	16,670	200,040

In the event the employee is part of on the job training and is put directly in project work the additional allowance will be taken equal to 1670/- once the stipend period is over.

- c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- Onetime Interest free loan of **Rs. 20,000/-** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000/-** towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of **Rs. 15,000/-** per annum.
- Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: \_\_/\_\_/\_\_\_\_

Signature:.....





**ANNEXURE - IV**

“I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the abovementioned documents.

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

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**Signature:**.....



## ANNEXURE - V

### QPLC - A BRIEF OVERVIEW

#### **QPLC Policy Summary:**

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joiner the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement .

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.



## SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

### **Basic:**

This is fixed monthly components of your salary and is taxable.

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

Wipro Benefits Plan (“WBP”) is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

### **Commutation Allowance:**

This is a tax free allowance in your salary, and does not warrant the production of any bills.

### **Medical:**

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

- a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000/- per annum.
- b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000/- per annum will be reimbursed towards domiciliary treatment of specified illnesses only.
- c. Mediclaim covers **Rs 2,00,000/-** per annum for nuclear family towards hospitalization.
- d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000/- towards hospitalization.



### **Retiral Benefits:**

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

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

- a. You would be entitled for Rs. 400/- per day for 8 days (total amount of Rs. 3,200/-) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs. 1200/- per day for 7 days (total amount of Rs. 8,400/-) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.



## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000/- Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000/- per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000/- In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical

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

## 1. Voluntary Superannuation Policy (VSS)

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

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

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

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,00,000/- per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000/- per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000/- every year).

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

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



## MEDICAL CHECKUP

Date: **March 18, 2016**

Reference Number: **5875148**

Dear **Nithin Jose Thomas**,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details :

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

For **Wipro Limited**,

**Rajeev Kumar**  
**Global Head - Campus Hiring**

November 16, 2015  
Ref Code: HR/03/8974/15

Achsa Mary Kunjumon  
Thudummel House, Ayiram Acre,  
Mannamkandom PO, Adimaly  
Idukki - 685 561

Dear **Achsa Mary Kunjumon**,

**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 **Financial Associate** at Job Level **L1**.

RR Donnelley is a multibillion dollar company and we are a 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 **November 17, 2015** in our Trivandrum office.

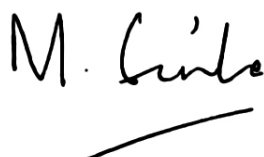
Details of your Total Pay and Benefits are listed in Annexure A.

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,

A handwritten signature in black ink, appearing to read 'M. Sinha', with a horizontal line underneath.

**Meena Sinha**  
Vice President and Head  
Human Resources and Communications, Asia Operations

## GENERAL TERMS AND CONDITIONS

The following terms and conditions will govern your employment with us. Additional terms and conditions of employment are described in Annexure "B" and include such further duties and responsibilities as RR Donnelley India Outsource Pvt. Ltd (henceforth termed as 'the Company') may delegate to you. Please read and retain them for your records.

### 1. SALARY

- 1.1. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package"). The Compensation Package will be subject to the usual deductions for tax and social security contribution to be withheld by an employer in India as per the applicable law.

### 2. PROBATION

- 2.1. You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless and until you are expressly confirmed in the regular service of the Company
- 2.2. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated with at any time, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.
- 2.3. During the Probation Period, your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of your initial or extended probationary period, you will be confirmed in the regular service of the Company

### 3. HOLIDAYS

- 3.1. You will be governed by the applicable law and the Leave rules of the Company.
- 3.2. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

#### **Please Note:**

This offer letter is valid for a period of **Five (5) days following the date of receipt of this letter**. If we do not receive the signed offer letter from you confirming your acceptance of this offer within Five (5) days from the date of receipt of this letter, this offer letter will automatically stand cancelled and should not thereafter be considered as binding on the Company.



**ANNEXURE "A" TO THE OFFER LETTER  
EMPLOYEE COMPENSATION PACKAGE**

Name : Achsa Mary Kunjumon

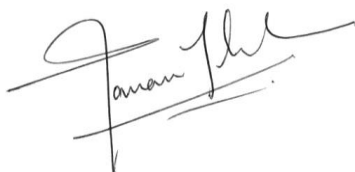
Job Title : Financial Associate

Band : Individual Contributor

Job level : L1

1. **Salary:** Your salary will be INR 14,000/- per month, or INR 168,000/- per annum. (Your salary structure/details is attached to this document).
2. **Provident Fund:** 12% of Wages as per provisions of the Employee's Provident Fund & Miscellaneous Provisions Act, 1952 and Schemes framed thereunder as applicable.
3. **Medical Insurance:** The coverage for hospitalisation expenses would be as per the current Company Policy in force.
4. **Personal Accident Insurance:** The coverage would be as per the current Company Policy in force.
5. **Gratuity:** You shall be eligible for payment of Gratuity as per the provisions of 'Payment of Gratuity Act'.
6. **Performance Incentive:** The Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance. The Company reserves the right, in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

Sincerely,



**Pavan Zachariah**  
Senior Manager- Human Resources

**ACCEPTANCE OF THE EMPLOYEE**

I, **Achsa Mary Kunjumon**, have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

**Place:**

**Name of the Employee: Achsa Mary Kunjumon**

**Signature of the Employee:**

**Date:**

---

**ANNEXURE "B"**  
**ADDITIONAL TERMS AND CONDITIONS OF EMPLOYMENT**

Achsa Mary Kunjumon  
Thudummel House, Ayiram Acre,  
Mannamkandom PO, Adimaly  
Idukki - 685 561

**1 JOB TITLE**

Your Title is **Financial Associate** at Job Level **L1**.

**2 CONTINUOUS SERVICE DATE**

The offer letter also states when your period of continuous employment with the Company commences.

**3** Your period of continuous employment does not include any period of service with a previous employer.

**4 SALARY**

The Company will be entitled, at any time during your employment, or in any event on cessation of your employment, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay.

**5 HOURS OF WORK**

**5.1** You are expected to work not less than forty-eight (48) hours of each week, and if necessary, for additional hours as might be required for performing your duties competently and meeting the Company's requirements.

**5.2** You may also be required to attend duties on public holidays/weekly offs as per the exigencies of work.

**6 INCAPACITY DUE TO SICKNESS OR INJURY**

You will be entitled to sick leave as per the applicable law and the Leave Policy of the Company, which may be amended from time to time.

**6.1** If you are ill, it is vital to ensure that your assigned Supervisor or Manager or his/her designate is notified as soon as possible on the first day of absence;

**6.2** The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where your health or absence from work due to illness is a cause for concern for yourself or for your co-employees. In this regard, you will abide by whatever decision taken by the Company in the interest of your health and safety of your co-employees.

**7 DUTIES, DUAL EMPLOYMENT AND OTHER ACTIVITIES**

**7.1** You will in all respect carry out and use your best endeavours in carrying out the objects of the Company and protect its interest in all things to the best of your ability and judgement and devote the whole of your time at work and attention to the business of the Company during the business hours.

**7.2** You are not allowed to undertake other activities, including any other employment (full time or part time), except with the prior written consent of the Company, and whether or not you receive financial compensation for such activities.

**8 PLACE OF WORK**

**8.1** You will at present report to the designated office (Location), of the Company and agree to work at any of the alternate locations of the Company. The Company may, after giving you reasonable

notice, transfer or assign your services to any place of business of the Company, which may subsequently be acquired or established, in any part of India or overseas.

- 8.2** The Company may also depute you to any work or assign your services to any affiliate, associate company, group company, branch, office, joint venture, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

## **9 EMPLOYEE BONDING**

- 9.1** You acknowledge that it may be necessary for you to travel overseas during the course of your employment with the Company for training or other purposes and that the Company will suffer harm in the event that it pays for you to travel overseas for training purposes (any such trip, a "Training Event") and you fail to remain an employee of the Company for a reasonable time (such time being a minimum period of one year) following any Training Event. In the event that the Company requires you to travel overseas for training purposes or undergo training for any other purpose, where no travel overseas is involved, you hereby agree that, upon request by the Company, you will enter into a bond pursuant to which you will post a surety bond in an amount that the Company estimates to be its costs and expenses to be incurred in connection with such Training Event plus interest at 8% per annum, which amount shall be paid to the Company in the event that your employment with the Company terminates for any reason, prior to the one year anniversary following your return from any such Training Event.

You hereby agree to serve the Company for a period of 12 months and accordingly consent to execute a Bond at the time of joining the Company.

Your refusal to enter into any such bond upon the Company's request shall give the Company the right to terminate your employment pursuant to paragraph 16.2 of this Annexure B.

## **10 RULES AND REGULATIONS**

- 10.1** The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.
- 10.2** You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.
- 10.3** You will also be governed by the global rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted from time to time, by "RR Donnelley", in so far as applicable to India and / or in respect of your designation.

## **11 INVENTIONS AND PUBLICATIONS**

- 11.1** Any inventions, designs, or improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Company you may produce or formulate or with which you are concerned during your employment shall be freely communicated to the Company and shall be and remain the property of the Company.
- 11.2** You hereby irrevocably assign to the company all work that
- 11.2.1** is developed using equipment supplies facilities or trade secrets of the company;
  - 11.2.2** result from activities performed by you for the company; and
  - 11.2.3** is related to the company's business or current or anticipated research and development and you acknowledge that all such work and related records shall be the sole and exclusive property of the company.

**11.3** You hereby irrevocably transfer and assign to the Company all intellectual property rights in respect of any made or created or discovered as part of your duties of employment with the Company and also hereby acknowledge that all copyrightable work prepared by you within the scope of your employment are 'works for hire' under the law relating to the copyrights and you do not have any ownership rights or claim in respect of the said work and all such rights are owned only by the Company.

Intellectual property rights for the purpose of this agreement means all intellectual and proprietary rights in any jurisdiction in and to:

**11.3.1** trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures;

**11.3.2** trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin;

**11.3.3** patents, including design patents and utility patents, reissues, divisions, continuations-in-part and extensions thereof;

**11.3.4** works of authorship, whether copyrightable or not, copyrights, copyright registrations, and moral rights related thereto; and

**11.3.5** computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in any programming language), development tools and files, databases, content, data, algorithms, APIs GUIs, functional specifications, operational procedures and all documentation therefore, in each case including all copyrights therefore and all computer languages; in each case, including all applications for, all applications for registrations of, and all renewals, modifications and extensions of, each of the foregoing).

**11.4** You must give to the Company full details of any intellectual property, invention or improvement, which you may from time to time make or discover as part of your duties of employment with the Company, and you must further the interests of the Company with regard thereto. The Company shall be entitled, free of charge, to the sole ownership of any such intellectual property, invention or improvement and to the exclusive use thereof.

**11.5** You will be required, on the request of the Company, to take such steps as are necessary to obtain protection for any invention, copyright or design or other matters mentioned in this section and in order to vest them in the Company who will meet the costs attendant thereto.

**11.6** You represent that your performance of all the terms of this Agreement and your duties as an employee of the Company will not breach any inventions, assignment, proprietary information or similar agreement with any former employer or other party.

## **12 CONFIDENTIALITY**

**12.1** You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and information only in a duly authorized manner in the interest of the Company. You shall act in due diligence not to divulge any client information or professional secrets of the Company. Infringement of this condition will render you liable to summary dismissal and/or prosecution.

**12.2** You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Company or to other companies and/or affiliates of the Company and/or the "RR Donnelley" Group in India and or overseas.

**12.3** On the cessation of your employment, for whatever reason, you will be required to return to the

Company all property, documents and papers in your possession or under your control relating to your employment or to clients' business affairs.

- 12.4** You must not anywhere, at any time after cessation of your services or employment with the Company, howsoever arising, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Company.
- 12.5** In the event of breach of any of the conditions mentioned above in paragraph 12, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions of paragraph 12.

### **13 COMPANY PROPERTY**

You will always maintain in good condition Company property which may be given to you for official use during the course of your employment and shall return all such Company property to the Company immediately on relinquishment of your services, failing which the cost of the same will be recovered from you by the Company.

- 13.1** As an employee of the Company, you understand that it is your responsibility to read and be aware of any special licensing agreement that may pertain to any vendor software package assigned to you for use.
- 13.2** You understand that special licensing agreements for some software are likely to contain electronic serial numbers and that attempts to copy software so protected may result in its damage or destruction.
- 13.3** You also recognize that it is your professional responsibility neither to participate in nor to encourage any violation of copyright provisions of vendor software.
- 13.4** Before you authorize anyone else to use the microcomputer and software for which you are responsible, you will ensure that they understand and agree to abide by the conditions of this agreement.

### **14 BORROWING/ACCEPTING/GIVING GIFTS**

You will not borrow or accept or give any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. You will also not under any circumstances engage in any act that involves or even gives the impression of involving bribery or any illegal activity whatsoever.

### **15 BACKGROUND INVESTIGATION AND SUBMISSION OF PERMANENT ACCOUNT NUMBER (PAN NO.)**

- 15.1** You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or overseas.
- 15.2** You will be subject to checkings ("Checkings") that may be conducted either before or after the date at which full-time employment commences.

Checkings may include:

- (i) background checks (including checking all facts submitted to the Company, including, but not limited to your curriculum vitae or application.)
- (ii) reference checks;
- (iii) drug testing, fingerprinting and medical examination(s) if applicable and as determined to be relevant by the Company.

Either (i) refusal to be subject to Checkings or (ii) results that are derived from Checkings which are in conflict with material given by you to the Company will be considered grounds for withdrawal of the offer extended to you or termination of your employment with the Company pursuant to paragraph 16.2 of this annexure and may be acted on at any time before or after your

commencement date with the Company.

- 15.3** You are obligated to submit and validate your **'Permanent Account Number' (PAN No.)** at the time of joining the Company, irrespective of whether your remuneration is subject to tax or not. If you do not have a **'Permanent Account Number' (PAN No.)** at the time of joining the Company, then, irrespective of whether your remuneration is subject to tax or not, it is obligatory on your part, to apply, obtain and submit, your validated PAN No. within 60 days of joining the Company, failing which the Company will have the right to cease your employment at any time after your commencement of employment with the Company.

## **16 TERMINATION OF EMPLOYMENT**

- 16.1** During the Probation Period, your services with the Company are liable to be terminated at any time, by giving 1 month's notice or by payment on Total Fixed Pay in lieu of such notice except under conditions mentioned in paragraph 16.2. After the end of the Probation Period, your appointment with the Company is liable to be terminated by the Company by giving you not less than two month's written notice or by payment on Total Fixed Pay in lieu of such notice except as provided below.

- 16.2** Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence, or have committed any breach of this agreement or violated any policy of the Company. Termination of your employment under this sub-paragraph would be without prejudice to:

**16.2.1** The Company's right to claim the actual damages it has suffered through this breach; and

**16.2.2** Any other relief to which the Company may be entitled under contract, law or equity.

- 16.3** Misconduct will include without limitation:

**16.3.1** Absence from service without prior notice in writing or without sufficient cause for seven days or more;

**16.3.2** Going on or abetting a strike in contravention of any law;

**16.3.3** Causing damage to the property of the Company;

**16.3.4** Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you or results in conflict of interest situations, professional or otherwise ;

**16.3.5** Breach of confidentiality provisions set out in paragraph 12 above;

**16.3.6** Commission or attempt to commit any cyber crime.

- 16.4** In the event of dissatisfaction in the results of the background investigation mentioned in paragraph 15, your employment may be terminated without notice.

### **16.5 VOLUNTARY TERMINATION BY EMPLOYEE**

**16.5.1** The employee may voluntarily terminate employment with the Company during the Probation Period subject to the employee giving not less than 1 month's written notice to the designated officer of the Company.

**16.5.2** On or after the completion of the Probation Period, any voluntary termination of employment by the employee requires not less than 2 months written notice to the designated officer of the Company.

**16.5.3** It is further clarified that employees voluntarily terminating employment as above shall be required to continue working for the Company for the full applicable notice period and shall not be entitled to avail of (or adjust / set off) any accrued vacation leave during / against such notice period. If required by the management of the Company, the employee will also be required to train his/her replacement during such notice period.

**16.5.4** Employees shall not be entitled to pay the Company compensation in lieu of serving such notice period. However, the management reserves the right and sole discretion to relieve an employee from the services of the Company during the said notice period by accepting payment from such employee of compensation in lieu of the notice period equal to a prorated amount of the Cost to the Company to the extent of deficient notice period.

**16.5.5** If an employee has executed a Travel Bond or any other Bond, then he has to mandatorily serve the bond period as stated and agreed in the said Bond and then serve the 1 month notice or 2 month notice as the case may be, for any voluntary termination of employment.

**16.6** In the event of termination of your employment, your employment with the Company will cease and the provisions of the Offer Letter (other than the provisions of paragraphs 11, 12, 18 and 19 of this Annexure B) shall not have any further effect. In respect of paragraphs 11, 12, 18, and 19 of this Annexure B, the termination of your employment with the Company shall not have any affect on such paragraphs. On termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

**16.7** The Company's decision as to the termination of your services or employment shall be final and legally binding on you.

**16.8** Upon cessation of your employment with the Company, howsoever arising, you hereby agree to accurately complete, sign and deliver to the Company the separation certification.

## **17 CYBER CRIMES**

**17.1** You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit any cyber crime. For the purposes of this Offer Letter, "cyber crime" means any isolated or concerted act done anywhere by which the originator of such act or associates.

**17.1.1** gain unauthorized access to the computer system or computer network; or

**17.1.2** downloads, copies or extracts any information or data from such system; or

**17.1.3** introduces any harmful code; or

**17.1.4** causes any damage to the system or network; or

**17.1.5** causes the non-functioning or malfunctioning of any system or network; or

**17.1.6** causes denial of access to any authorized person to the system or network; or

**17.1.7** contravenes any provision of the Information Technology Act, 2000 and the rules and regulation made their under; or

**17.1.8** tampers or manipulates any system or network with the object of operating the account of another person; or

**17.1.9** alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or

**17.1.10** does any thing which has the effect of adversely affecting the performance of a computer network or services.

## 18 RESTRICTIONS

- 18.1** You will not during the term of your employment with the Company and for a period of 1 (One) year following the date of cessation of your employment with the Company, howsoever arising, do or permit any of the following without prior written consent of the Company:
- 18.1.1** Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;
  - 18.1.2** Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the Company;
  - 18.1.3** Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and
  - 18.1.4** Solicit any employees of the Company, which includes the persons employed by the Company after cessation of your employment with the Company, howsoever arising, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.
- 18.2** Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in paragraph 18.
- 18.3** Notwithstanding the above, your undertakings contained in paragraph 18 shall cease to have any effect in case the Company terminates your employment pursuant to paragraph 16.1 hereof.
- 18.4** Each undertaking in paragraph 18 shall be treated as independent of the other undertakings so that, if one or more is held to be invalid as an unreasonable restraint of trade or for any other reason, the remaining undertakings shall be valid to the extent that they are not affected.
- 18.5** In view of the nature of your duties with the Company, and the compensations and benefits granted by the Company to you, each of the Company and you consider the undertakings in paragraph 18 to be reasonable in all circumstances. However, if one or more undertakings in paragraph 18 are held invalid as unenforceable or invalid for any reason by a competent Court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operation as may be necessary to make them enforceable and valid.

## 19 INDEMNITY

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Offer Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

## 20 NATIONALITY DECLARATION & OBLIGATIONS OF FOREIGN NATIONALS, NON RESIDENT INDIANS OR PERSONS OF INDIAN ORIGIN OR OVERSEAS CITIZEN OF INDIA

All employees irrespective of their nationality or citizenship shall furnish the 'Nationality Undertaking' to the Company and have an obligation to communicate any change in their nationality status. If you are a 'Foreign National' or 'Non Resident Indian' or Person of Indian Origin or 'Overseas Citizen of India', the obligations for registrations and extensions of your visa and stay in India and / or any intimations to the requisite Governmental authorities / agencies and the Company, of the same, shall be a continuing obligation cast on you as an employee of the Company.



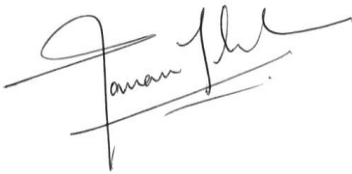
**21 CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA**

Your appointment is being made on the basis of the information and details given by you. If, at any time, any information or detail given by you is found to be incorrect or inaccurate or false, the Company may terminate your services without any notice, salary in lieu of notice or compensation.

**22 APPLICABLE LAW & ARBITRATION**

You shall be governed by the applicable laws of the country in relation to your employment with the Company. Any dispute, controversy or claim arising out of or relating to this Employment Agreement or breach, cessation or termination of your employment or invalidity thereof or otherwise arising in connection with the terms of your employment, shall, at the sole option of the Company, be settled by arbitration in accordance with The Arbitration and Conciliation Act, 1996 as at present in force and amendments thereto, if any, by a sole arbitrator appointed by the Company. The arbitration shall be held in Chennai, Tamil Nadu, India, and shall be conducted in the English language. The arbitration award shall be final and binding on the parties. The Parties shall bear their own attorneys', experts' and other fees and expenses in connection with any arbitration unless otherwise determined by the arbitrator.

Sincerely,



**Pavan Zachariah**  
Senior Manager- Human Resources

**ACCEPTANCE OF THE EMPLOYEE**

I, **Achsa Mary Kunjumon**, have read and understood the above terms and conditions governing my services and employment with 'RR Donnelley India Outsource Pvt. Ltd.', and the same are accepted and binding on me.

**Place:**

**Name of the Employee:** Achsa Mary Kunjumon

**Signature of the Employee:**

**Date:**

**ANNEXURE "A"  
COMPENSATION PACKAGE**

**Name** : Achsa Mary Kunjumon  
**Job Title** : Financial Associate  
**Job Level** : L1

<b>Components</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic	5,786	69,432
House Rent Allowance	3,472	41,664
Conveyance Allowance	800	9,600
Special Allowance	1,790	21,480
Medical Allowance	500	6,000
Employer's Contribution to Employee State Insurance <sup>[1]</sup>	587	7044
Employer's Contribution to Provident Fund <sup>[1]</sup>	1,065	12,780
<b>Total Fixed Pay</b>	<b>14,000</b>	<b>168,000</b>
Gratuity <sup>[2]</sup>	278	3,336
<b>Total Pay</b>	<b>14,278</b>	<b>171,336</b>

<b>Other Benefits</b>	
Shift Allowance (Average monthly payout based on shift timings) <sup>[3]</sup>	2500
Medical Insurance (Coverage Amount) <sup>[4]</sup>	100,000
Personal Accident Insurance (Coverage Amount) <sup>[4]</sup>	296,352
Term Life Insurance (Coverage Amount) <sup>[4]</sup>	504,000

<sup>[1]</sup> As per the provisions of the ESI Act and PF Act

<sup>[2]</sup> The amount mentioned here is the Gratuity cost accrued by the Company and shall be payable to the employees as per the provisions of the Payment of Gratuity Act

<sup>[3]</sup> As per the Shift Allowance Policy in force

<sup>[4]</sup> Subject to Revision per the company policy

**ACCEPTANCE OF THE EMPLOYEE**

I, Achsa Mary Kunjumon, have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

**Place:**

**Name of the Employee:** Achsa Mary Kunjumon

**Signature of the Employee:**

**Date:**



# GOAN INSTITUTE<sup>SM</sup>

## OF COMMUNICATIVE ENGLISH

www.gicenglishgroup.com

[An Educational Establishment]

Date: 09<sup>th</sup> March 2017

To,

The Placement Officer,

Nirmala College, Muvattupuzha.

Ma'am,

As per the interview and test conducted in your esteemed organization, the following students have been short listed for the post of 'Communicative English Faculty' [English language Trainer] in Goan Institute. Kindly inform the students about the same.

The short listed students need to come to the Cochin office and receive the offer letter and submit the documents viz.id card and address proof copy, and any one of the original certificate. Kindly inform us how many students are interested for joining.

	Name of the candidates	Salary
1	Alex John	Rs 14500/-
2	Nikitha Augustine	Rs 14500/-
3	Chippy George	Rs 14000/-
4	Divya Jose	Rs 14500/-
5	Neethu Mary Anil	Rs 14500/-

Thanks& Regards

For Goan Institute of Communicative English

HR Department. 0484-2801994.

www.gicenglisghgroup.com, www.facebook.com/goaninstitute

GICE, Ground floor, Manjoorans estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994, +919947493939.

E-Mail: giceworld@gmail.com, hr@gicenglishgroup.com, hrservice@sify.com

IHTPL/HR/DEV/097

16<sup>th</sup> March 2017

Dear Mr. Gerin George,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as "Software Engineer" with Ihits Technologies Pvt Ltd ("the company" hereafter) with effect from 16<sup>th</sup> March 2017

- 1 **Assignment** – Your assignment will be that of a "Software Engineer" with the **Development Team** and you will be based at **Cochin, India**. The Company may however re-assign and/ or transfer you to any position and you are liable to be posted in any division within the Ihits Technologies or its channel partners at the Company's discretion.
- 4 **Salary** – You would be entitled to an Annual Cost to Company (CTC) of INR 90000 (Indian Rupees Ninety Thousand only) which would be paid in equal monthly installments. The Company may in its discretion, review, adjust, restructure, as appropriate the salary payable to you through prior intimation. You shall also be reimbursed by the company for all travel expenses borne by you during the course of employment subject to furnishing of satisfactory proof.
- 3 **Probation** – You will be on Probation for the first 6 months and will be confirmed subject to satisfactory performance.
- 4 **Bond** – You are needed to serve the Company, for the term of Three Years from the date of Joining and you shall not resign till the end of this contract period. Failing to which you will need to refund the company an amount equivalent to your last 6 months' salary.
- 5 **Separation for Convenience:** The Company has the discretion to dispense with your services without any notice and without assigning any reasons. The 30 days' notice period can be waived, in which case, the company shall compensate you by paying one month salary.  
In case you want to terminate the services on your own reasons and served notice of termination, you are duty bound to stay back in the services till such time the company find an alternative person in your capacity. You can leave the company on your own reasons by giving **3 months' notice** in the absence of which, an amount equivalent to three months' salary shall be forfeited/recovered from your final settlement amount or to be paid to the company. No dues or leave in lieu of the notice period will be paid/ allowed, if you are

Raisal K.N  
Kalathil(H),Kothamangalam PO  
Thankalam,Ernakulam

20<sup>th</sup> July 2016

Dear Raisal,

Further to our discussion, we are delighted to offer you the position of "Trainee Android Developer" at Flytxt Mobile Solutions Private Ltd (FMSPL).

**Responsibilities include but are not limited to:**

- Develop software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.
- Document and demonstrate solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.
- Update job knowledge by studying state-of-the-art development tools, programming techniques, and computing equipment; participating in educational opportunities

**Details of this offer are:**

- For the training period you will be paid a stipend of INR 15,000/- per Month (Rupees Fifteen Thousand Only). TDS and other taxes, if any applicable will be deducted from the said amount.
- On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you a permanent employment.
- The training period can be terminated by either party by giving 1 months' notice.
- This offer is contingent upon the successful completion of all background and reference checks and required documentation. Please furnish details for two references whom we can speak to.
- Your services are liable to be transferred to any other Offices / Group companies, at any location in India / Abroad at the sole discretion of the management. You should also be willing to travel for company business on short notice both domestic and international.

**Flytxt Mobile Solutions Pvt. Ltd.**

**Registered Office**  
30, Oriental Insurance Building,  
31 Dr. V.B. Gandhi Marg, Fort,  
Mumbai - 400 001, Maharashtra, India.  
CIN : U72900MH2007PTC174178

**Mumbai**  
12th Floor, Plot No. 19, USR Proxima Building,  
Sector 30-A, Vashi,  
Navi Mumbai - 400 705, Maharashtra, India.  
Tel : +91 22 391 689 50

**Trivandrum**  
7th Floor, Plot No.2, 7-A,  
Leela Infopark, Technopark,  
Trivandrum - 695 581, Kerala, India.  
Tel : +91 471 2700101 | Fax : +91 471 2700202

2016-17.

5 August 2016

**Athira S**  
Vlayil House Perumballoor P O  
Muvattupuzha Kerala - 686673

Dear Athira

We are pleased to offer you a position of **KGDC-Associate 1** in **KPMG Global Delivery Center Private Limited**. You will be part of the **Audit** team in our **Kochi** office. As mutually agreed, your date of joining will be **8 August 2016**.

Your annual salary inclusive of allowances will total to Rs. 300000 /- (Rupees Three lakhs only) . In addition, you will be entitled to a performance bonus as per the Company's compensation policy.

The break-up of your fixed salary will be as follows:

- Fifty percent is Basic
- Employer's contribution towards Provident Fund will be applicable as per the PF act.

Upon joining you would be required to structure the remaining amount under components as detailed in our staff manual.

This offer is subject to the satisfactory completion of the necessary background verification process and medical check-up. The terms and conditions of your employment will be as stated in the employment contract and staff manual and any subsequent amendments thereof.

Please note that this offer is valid till **6 August 2016**, unless extended in writing by us. You are requested to confirm acceptance of this offer by the date mentioned above. Should we not receive a confirmation from you by the above mentioned date, the offer will automatically stand withdrawn. On your accepting the offer, a detailed employment contract will be drawn.

We would like to take this opportunity of welcoming you and wishing you success in your career with us.

Yours sincerely  
for **KPMG Global Delivery Center Private Limited**

**Deepak Tejomaya**  
Associate Director - Human Resources

I am pleased to accept the offer contained above.

**Athira S**



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20173766577/Pune**  
**Date: 07/03/2017**

Mr. Deepak Aloysius  
Neerolickal House, Old M.C Road, Muvattupuzha,  
130 Junction,  
Muvattupuzha-686661,  
Kerala.  
Tel# 485-2830170

Dear Deepak Aloysius,

**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 ₹1,89,402/-** per annum, as per the terms and conditions set out herein.

**Kindly confirm** your acceptance of this offer online through the option 'Accept Offer letter'. If not **accepted within 7 days**, 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/DT20173766577

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

TCS Career Services Line: 1800 200 3111 Email: careers@tcs.com

Dear Srummy Sajan,

Welcome to the US Technology Family!

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to offer you a career with **US Technology International Pvt Ltd. ("US Technology")**. Please accept our heartiest congratulations.

You have every reason to be excited at the prospect of this opportunity to work with one of the best companies in the world. US Technology is one of the fastest growing IT companies in the world. During your tenure in US Technology, you will have ample opportunity to learn and develop, personally as well as professionally. The Company will expose you to a world-class, professional environment that should help you to become a top-notch software professional.

You have performed extremely well in the selection tests and you should be proud of being selected for this opportunity from a large crowd of aspirants. As much as you would have high expectations from the Company, it is only natural that the Company would expect the same from you.

Your initial designation will be **"Software Engineer ILP" (Band & Grade – A1)**. You will be on probation for a period of 6 months beginning the start date of employment. On successful completion of probation, you will be re-designated as **"Software Developer" (Band & Grade - A2)**.

Your annual CTC will be **300,000 (Three Lakhs)**. Please find the annual salary break-down structure in Annexure-1.

In order to enable you to reach a high level of proficiency and effectiveness in the software industry, the Company will provide you training for a period of ten (10) weeks during the probation period. However, the company reserves the right to change the duration of your training period based on business requirements. The company will make sure that changes, if any, regarding the duration of the training, are communicated to you well in advance.

During probation, you will undergo training according to the schedules fixed by the Company. Normally your training timings will coincide with the normal working hours of the establishment of the Company where you are placed. You may also be called upon to attend training as and when required on holidays. You will comply with all regulations of the Company in relation to conduct and discipline as applicable to employees. In case you conduct yourself in a manner that is in violation of such regulations, the Company shall be entitled to discontinue your probation/employment forthwith, without notice or payment in lieu of notice.

The Company shall have the right to terminate your probation/employment without any notice or payment in lieu of notice, if any declaration given or information furnished by you to the Company is found to be false or if you are not able to produce the authenticated certificate to establish your educational qualification or if you are found to have willfully suppressed any material information or on non-performance during probation/training.





## **Offer Letter**

Importance- Private and Confidential.

Ref: TR/OL/HR/0148

Date: 22<sup>nd</sup> December, 2016

Place: Cochin

To,

**Jithin Joy**

**Moovelil (H)**

**Kalthotty P.O.**

**Labbakkada**

**Idukki-685507**

**Subject: Letter of Offer with HR Policies**

Dear Jithin,

As a result of your Personal and Technical interviews, we take great pleasure in offering you the position of Software Developer Trainee (SDT) with us here at Tecrizon Labs Pvt Ltd, Cochin, where we hope you will enjoy your role and make a significant contribution to the success of the business.

This letter embodies all of the terms of our offer of employment to you.

Your appointment will be based on the following model

**Phase 1- Probationary / Training Period- Duration – 6 Months\*\*. (0-6 Months)**

The statutory Six Months Probationary Period will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent, in performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage.

Tecrizon Labs Pvt. Ltd, Ground Floor, Vismaya, Infopark, Kochi, India- 682 042.

+91484 4030025

info@tecrizon.com

www.tecrizon.com

16-13

15-03-2017

**To**

MINU MARIA E.S  
Elavumkudy (H)  
Koovappady P.O  
Perumbavoor  
Ernakulam-683544

### **Employment Offer**

With reference to the discussions we had with you, we are pleased to appoint you as Software Test Engineer of this company under the following terms and conditions:

#### **1. Commencement Date**

Your date of appointment will be effective from 20<sup>th</sup> March, 2017.

It is important to both of us that during your initial period of employment your ability to perform your duties be carefully assessed. Accordingly, you have agreed that the first 90 calendar days of employment represent a probationary period, during which we may terminate your employment for any reason without notice and without the payment of any further benefits. During the 90-days probationary period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. At the end of the three months a "Notification of Completed Probationary Period" about you will be prepared by your immediate supervisor stating if you have completed the probationary period successfully. If the probation period is completed successfully, the notification will state that you are suitable for regular employment as a permanent employee. If it has not been executed successfully, necessary steps will be taken to inform you of the results and begin the termination process

#### **2. Salary and Benefits**

For the first 3 months (90 Calendar Days) after your joining, you will be under probation and agreed that you will undergo training without salary in the first month of the probation period. You are not allowed to avail leave on your training period except medical and emergency.

You will get a minimum Net Salary of Rs.8000/- per month after the training period of first one month. The Salary date will be 5<sup>th</sup> to 10<sup>th</sup> working day of every month and salary will be transferred to your bank account. Your salary will be revised as per your performance from time to time. There is one paid leave and one medical leave which are subjected to verification with medical records. Taking more than allowed leave will lead to loss of pay. The loss of pay per leave will be the wage per day calculated as per your monthly salary and

16/17



**Offer Letter**

Importance- Private and Confidential.

Ref: TR/OL/HR/0148

Date: 22<sup>nd</sup> December, 2016

Place: Cochin

To,

**Jithin Joy**

**Moovelil (H)**

**Kalthotty P.O.**

**Labbakkada**

**Idukki-685507**

**Subject: Letter of Offer with HR Policies**

Dear Jithin,

As a result of your Personal and Technical interviews, we take great pleasure in offering you the position of Software Developer Trainee (SDT) with us here at Tecrizon Labs Pvt Ltd, Cochin, where we hope you will enjoy your role and make a significant contribution to the success of the business.

This letter embodies all of the terms of our offer of employment to you.

Your appointment will be based on the following model

**Phase 1- Probationary / Training Period- Duration – 6 Months\*\*. (0-6 Months)**

The statutory Six Months Probationary Period will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent, in performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage.

Tecrizon Labs Pvt. Ltd, Ground Floor, Vismaya, Infopark, Kochi, India- 682 042.

☎+91484 4030025

✉info@tecrizon.com

🌐www.tecrizon.com

# WRENCH

Ref No: WS/APPTLET/16/06/03

14 June 2016

To,  
Nithin Baby  
Alattukandathil (H)  
Elanji P. O  
Elanji-686665

Dear Nithin Baby,

Sub: Offer Letter

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of "Junior Software Engineer" in our company on the following terms & conditions.

1. You will be responsible for the "Development" function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidated salary of INR. 16,000/- (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During your probation your designation will be "Trainee-Software Development" and you will be paid a training stipend of INR. 10,000 (Rupees Ten Thousand only) per month.
3. You will be given necessary training to well execute your duties, which may include technical training also. On completion of technical training, you are required to succeed in relevant examinations. In case you fail to do so, your services will be considered unavailable to the organization.
4. You will be under a probation period for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.

# WRENCH

Ref No: WS/APPTLET/16/06/03

14 June 2016

To,  
Keerthana Sathyan  
Thapasya  
Kadungamangalam  
Thiruvankulam.

*Dear Keerthana Sathyan,*

**Sub: Offer Letter**

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of "Junior Software Testing Engineer" in our company on the following terms & conditions.

1. You will be responsible for the "Software Testing" function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidated salary of INR. 16,000/- (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During your probation your designation will be "Trainee -Software Testing" and you will be paid a training stipend of INR. 10,000 (Rupees Ten Thousand only) per month.
3. You will be given necessary training to well execute your duties, which may include technical training also. On completion of technical training, you are required to succeed in relevant examinations. In case you fail to do so, your services will be considered unavailable to the organization.
4. You will be under a probation period for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.

# WRENCH

Ref No: WS/APPTLET/16/06/03

14 June 2016

To,  
Roshan Stanly  
Madathil House  
Vazhakulam P. O  
Kavana-686670

Dear Roshan Stanly,

Sub: Offer Letter

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of "Junior Software Engineer" in our company on the following terms & conditions.

1. You will be responsible for the "Development" function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidated salary of INR. 16,000/ (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During your probation your designation will be "Trainee-Software Development" and you will be paid a training stipend of INR. 10,000 (Rupees Ten Thousand only) per month.
3. You will be given necessary training to well execute your duties, which may include technical training also. On completion of technical training, you are required to succeed in relevant examinations. In case you fail to do so, your services will be considered unavailable to the organization.
4. You will be under a probation period for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.

# WRENCH

Ref No: WS/APPT/IT/16/06/03

14 June 2016

To,  
Nithin Baby  
Alattukandathil (H)  
Elanji P. O  
Elanji-686665

Dear Nithin Baby,

**Sub: Offer Letter**

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of "Junior Software Engineer" in our company on the following terms & conditions.

1. You will be responsible for the "Development" function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidated salary of INR. 16,000/- (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During your probation your designation will be "Trainee-Software Development" and you will be paid a training stipend of INR. 10,000 (Rupees Ten Thousand only) per month.
3. You will be given necessary training to well execute your duties, which may include technical training also. On completion of technical training, you are required to succeed in relevant examinations. In case you fail to do so, your services will be considered unavailable to the organization.
4. You will be under a probation period for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.

# WRENCH

Ref No: WS/APPTLET/17/04-02

12 April 2017

To,  
Bijo Baby  
Nelikunnel (H)  
Vadakodu P O  
Vazhakulam

*Dear Bijo Baby,*

**Sub: Offer Letter**

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of "Software Engineer" in our company on the following terms & conditions.

1. You will be responsible for the "Development" function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidate salary of INR 16,000 (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During the probation period you will be given a training stipend of INR 10,000 (Rupees Ten Thousand Only) per month.
3. You will be under probation for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.
4. In the event of your resignation or termination of services during training/probation period, either side will have to give 15 days notice or 15 days basic salary in lieu of notice. After confirmation either side will have to give one months notice.
5. On your separation before notice period it would be at the discretion of the company to relive you by issuing the necessary certificates and settle the due salary\ incentive or any other payable amount.



# WRENCH

Ref No: WS/APPTLET/ 16/06/01

14 June 2016

To,  
Chippy Anil  
Ponthamkuzhiyil House  
Ayavana  
Muvattupuzha.

*Dear Chippy Anil,*

**Sub: Offer for Internship**

This has reference to your application and subsequent discussions you had with us, we are pleased to inform you that it has been decided to offer you training on our suite of products, with effect from **20 June 2016** in our Company on the following terms and conditions.

1. You will be on Training for **three months**. We will be providing training sessions from product experts on product development.
2. You shall not be entitled to receive any compensation (salaries or any other benefits) during the training period.
3. You are required not to divulge, communicate or pass on any information in any form related to any aspect of the company to anyone not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in this letter or in any other letters.
4. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
5. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
6. If at any time in our opinion, which is final in this matter you are found non performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account

# WRENCH

Ref No: WS/APPTLET/ 16/06/01

14 June 2016

To,  
Chippy Anil  
Ponthamkuzhiyil House  
Ayavana  
Muvattupuzha.

*Dear Chippy Anil,*

**Sub: Offer for Internship**

This has reference to your application and subsequent discussions you had with us, we are pleased to inform you that it has been decided to offer you training on our suite of products, with effect from **20 June 2016** in our Company on the following terms and conditions.

1. You will be on Training for **three months**. We will be providing training sessions from product experts on product development.
2. You shall not be entitled to receive any compensation (salaries or any other benefits) during the training period.
3. You are required not to divulge, communicate or pass on any information in any form related to any aspect of the company to anyone not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in this letter or in any other letters.
4. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
5. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
6. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account

# WRENCH

16-12

Ref No: WS/APPTLET/16/06/02

14 June 2016

To,  
Jefry Joseph John  
Thachammaniyattu(H)  
Meenakunnam P O  
Muvattupuzha-686672

Dear Jefry Joseph John,

Sub: Offer Letter

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of "Junior Software Testing Engineer" in our company on the following terms & conditions.

1. You will be responsible for the "Software Testing" function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidated salary of INR. 16,000/- (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During your probation your designation will be "Trainee-Software Testing" and you will be paid a training stipend of INR. 10,000 (Rupees Ten Thousand only) per month.
3. You will be given necessary training to well execute your duties, which may include technical training also. On completion of technical training, you are required to succeed in relevant examinations. In case you fail to do so, your services will be considered unavailable to the organization.
4. You will be under a probation period for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.

# WRENCH

Ref No: WS/APPT/LET/16/06/02

14 June 2016

To,

Jefry Joseph John  
Thachammaniyattu(H)  
Meenakunnam P O  
Muvattupuzha-686672

Dear Jefry Joseph John,

Sub: Offer Letter

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of "Junior Software Testing Engineer" in our company on the following terms & conditions.

1. You will be responsible for the "Software Testing" function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidated salary of INR. 16,000/ (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During your probation your designation will be "Trainee-Software Testing" and you will be paid a training stipend of INR. 10,000 (Rupees Ten Thousand only) per month.
3. You will be given necessary training to well execute your duties, which may include technical training also. On completion of technical training, you are required to succeed in relevant examinations. In case you fail to do so, your services will be considered unavailable to the organization.
4. You will be under a probation period for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.



Statistics Dept:- 2016-17

**Krythium**  
HEALTHCARE INTELLIGENCE

Krythium Solutions Private Limited  
Door Number XIV/396-T  
Trans Asia Corporate Park  
Seaport Airport Road  
Kakkanad, Kochi 682037  
Kerala, India

Telephone: +91 484 3192007  
Email: info@krythium.com  
Website: www.krythium.com  
CIN: U72200KL2005PTC018582

Wednesday, July 27, 2016

Dear ~~Akhil Sasi~~

Akhil Sasi

Subject: Offer of Appointment as Trainee Data Analyst  
Reference: Interview Attended by you on Friday, July 08, 2016

~~Krythium Solutions Private Limited~~ (Krythium) is pleased to offer you an appointment as ~~Trainee Data Analyst~~, operating from Kochi. You are expected to join Krythium Solutions Private Limited, Trans Asia Corporate Park, Seaport-Airport Road, Kochi 682037, on or before **Thursday, September 01, 2016**. Proposed annual gross salary along with breakup is attached herewith as in Annexure – A. Your Training with Krythium will be governed by terms and conditions in Annexure - B. Your Training is also governed by the confidentiality and non-solicitation agreement as described in Annexure - C. This offer of appointment is valid till Friday, August 05, 2016 and you are requested to kindly print and sign each page of this offer along with Annexure A, B, and C and return the duplicate copy and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter unless and until the date is extended by Krythium and communicated to you in writing. At the time of joining, you are requested to submit self-attested copies of the following as applicable:

- Salary Certificate for the last three months
- Relieving Letter from your last employer
- Service Certificate from your last employer
- Certificates supporting your educational qualification along with marks sheet
- School Certificate (SSLC/ICSE/CBSE) in support of your age
- 3 color passport size photographs with white background
- Latest Passport copy if available
- Copy of PAN Card if available
- Medical Fitness Certificate if requested


Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

This letter should be read along with Annexure A, B and C and each part is not severable from the other.

We look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Krythium Solutions Private Limited.

Verghese Verghese  
Director  
DIN: 00730270



**rythium**  
HEALTHCARE INTELLIGENCE

Statistics Dept :- 2016-17

Krythium Solutions Private Limited  
Door Number XIV/395-T  
Trans Asia Corporate Park  
Seaport Airport Road  
Kakkanad, Kochi 682037  
Kerala, India

Telephone: +91 484 3192007  
Email: info@krythium.com  
Website: www.krythium.com  
CIN: U72200KL2005PTC018582

Wednesday, July 27, 2016

Dear ~~Keerthana Sathyan~~,

Keerthana Sathyan

Subject: Offer of Appointment as ~~Trainee Data Analyst~~

Reference: Interview Attended by you on Friday, July 08, 2016

~~Krythium Solutions Private Limited~~ (Krythium) is pleased to offer you an appointment as Trainee Data Analyst, operating from Kochi. You are expected to join Krythium Solutions Private Limited, Trans Asia Corporate Park, Seaport-Airport Road, Kochi 682037, on or before Thursday, September 01, 2016. Proposed annual gross salary along with breakup is attached herewith as in Annexure - A. Your Training with Krythium will be governed by terms and conditions in Annexure - B. Your Training is also governed by the confidentiality and non-solicitation agreement as described in Annexure - C. This offer of appointment is valid till Friday, August 05, 2016 and you are requested to kindly print and sign each page of this offer along with Annexure A, B, and C and return the duplicate copy and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter unless and until the date is extended by Krythium and communicated to you in writing. At the time of joining, you are requested to submit self-attested copies of the following as applicable:

- (a) Salary Certificate for the last three months
- (b) Relieving Letter from your last employer
- (c) Service Certificate from your last employer
- (d) Certificates supporting your educational qualification along with marks sheet
- (e) School Certificate (SSLC/ICSE/CBSE) in support of your age
- (f) 3 color passport size photographs with white background
- (g) Latest Passport copy if available
- (h) Copy of PAN Card if available
- (i) Medical Fitness Certificate if requested

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

This letter should be read along with Annexure A, B and C and each part is not severable from the other.

We look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Krythium Solutions Private Limited.

Vergheese Vergheese  
Director  
DIN: 00730270



**rythium**  
REALTIME INTELLIGENCE

Statistics Sept: - 2016 - 17

Krythium Solutions Private Limited  
Door Number 31V/396-T  
Trans Asia Corporate Park  
Seaport Airport Road  
Kakkanad, Kochi 682037  
Kerala, India

Telephone: +91 484 3192007  
Email: info@krythium.com  
Website: www.krythium.com  
CIN: U72200KL2005FTC018382

Wednesday, July 27, 2016

Dear ~~[Redacted]~~

Arya Rajan

Subject: Offer of Appointment as ~~[Redacted]~~

Reference: Interview Attended by you on Friday, July 08, 2016

~~[Redacted]~~ (Krythium) is pleased to offer you an appointment as Trainee Data Analyst, operating from Kochi. You are expected to join Krythium Solutions Private Limited, Trans Asia Corporate Park, Seaport-Airport Road, Kochi 682037, on or before Thursday, September 01, 2016. Proposed annual gross salary along with breakup is attached herewith as in Annexure - A. Your Training with Krythium will be governed by terms and conditions in Annexure - B. Your Training is also governed by the confidentiality and non-solicitation agreement as described in Annexure - C. This offer of appointment is valid till Friday, August 05, 2016 and you are requested to kindly print and sign each page of this offer along with Annexure A, B, and C and return the duplicate copy and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter unless and until the date is extended by Krythium and communicated to you in writing.

At the time of joining, you are requested to submit self-attested copies of the following as applicable:

- (a) Salary Certificate for the last three months
- (b) Relieving Letter from your last employer
- (c) Service Certificate from your last employer
- (d) Certificates supporting your educational qualification along with marks sheet
- (e) School Certificate (SSLC/ICSE/CBSE) in support of your age
- (f) 3 color passport size photographs with white background
- (g) Latest Passport copy if available
- (h) Copy of PAN Card if available
- (i) Medical Fitness Certificate if requested

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

This letter should be read along with Annexure A, B and C and each part is not severable from the other.

We look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Krythium Solutions Private Limited.

Verghese Verghese  
Director  
DIN: 00730270



Statistics Dept :- 2016-2017

**krythium**  
HEALTHCARE INTELLIGENCE

Krythium Solutions Private Limited  
Door Number XIV/396-T  
Trans Asia Corporate Park  
Seaport Airport Road  
Kakkanad, Kochi 682037  
Kerala, India

Telephone: +91 484 3192007  
Email: info@krythium.com  
Website: www.krythium.com  
CIN: U72200KL2005PTC018582

Wednesday, July 27, 2016

Dear ~~Jibin Francis~~,

Jibin Francis

Subject: Offer of Appointment as Trainee ~~Data Analyst~~

Reference: Interview Attended by you on Friday, July 08, 2016

~~Krythium Solutions Private Limited~~ (Krythium) is pleased to offer you an appointment as **Trainee Data Analyst**, operating from Kochi. You are expected to join Krythium Solutions Private Limited, Trans Asia Corporate Park, Seaport-Airport Road, Kochi 682037, on or before **Thursday, September 01, 2016**. Proposed annual gross salary along with breakup is attached herewith as in Annexure – A. Your Training with Krythium will be governed by terms and conditions in Annexure - B. Your Training is also governed by the confidentiality and non-solicitation agreement as described in Annexure - C. This offer of appointment is valid till Friday, August 05, 2016 and you are requested to kindly print and sign each page of this offer along with Annexure A, B, and C and return the duplicate copy and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter unless and until the date is extended by Krythium and communicated to you in writing. At the time of joining, you are requested to submit self-attested copies of the following as applicable:

- (a) Salary Certificate for the last three months
- (b) Relieving Letter from your last employer
- (c) Service Certificate from your last employer
- (d) Certificates supporting your educational qualification along with marks sheet
- (e) School Certificate (SSLC/ICSE/CBSE) in support of your age
- (f) 3 color passport size photographs with white background
- (g) Latest Passport copy if available
- (h) Copy of PAN Card if available
- (i) Medical Fitness Certificate if requested

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

This letter should be read along with Annexure A, B and C and each part is not severable from the other.

We look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Krythium Solutions Private Limited.

Verghese Verghese  
Director  
DIN: 00730270



16-17

Krythium Solutions Private Limited  
Door Number XIV/396-T  
Trans Asia Corporate Park  
Seaport Airport Road  
Kakkanad, Kochi 682037  
Kerala, India

Telephone: +91 484 3192007  
Email: info@krythium.com  
Website: www.krythium.com  
CIN: U72200KL2005PTC018582

Wednesday, July 27, 2016

Dear [REDACTED]

*Amal Sebastian*

Subject: Offer of Appointment as Trainee [REDACTED]  
Reference: Interview Attended by you on Friday, July 08, 2016

[REDACTED] (Krythium) is pleased to offer you an appointment as **Trainee Data Analyst**, operating from Kochi. You are expected to join Krythium Solutions-Private Limited, Trans Asia Corporate Park, Seaport-Airport Road, Kochi 682037, on or before **Thursday, September 01, 2016**. Proposed annual gross salary along with breakup is attached herewith as in Annexure - A. Your Training with Krythium will be governed by terms and conditions in Annexure - B. Your Training is also governed by the confidentiality and non-solicitation agreement as described in Annexure - C. This offer of appointment is valid till Friday, August 05, 2016 and you are requested to kindly print and sign each page of this offer along with Annexure A, B, and C and return the duplicate copy and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter unless and until the date is extended by Krythium and communicated to you in writing. At the time of joining, you are requested to submit self-attested copies of the following as applicable:

- (a) Salary Certificate for the last three months
- (b) Relieving Letter from your last employer
- (c) Service Certificate from your last employer
- (d) Certificates supporting your educational qualification along with marks sheet
- (e) School Certificate (SSLC/ICSE/CBSE) in support of your age
- (f) 3 color passport size photographs with white background
- (g) Latest Passport copy if available
- (h) Copy of PAN Card if available
- (i) Medical Fitness Certificate if requested

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

This letter should be read along with Annexure A, B and C and each part is not severable from the other.

We look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Krythium Solutions Private Limited.

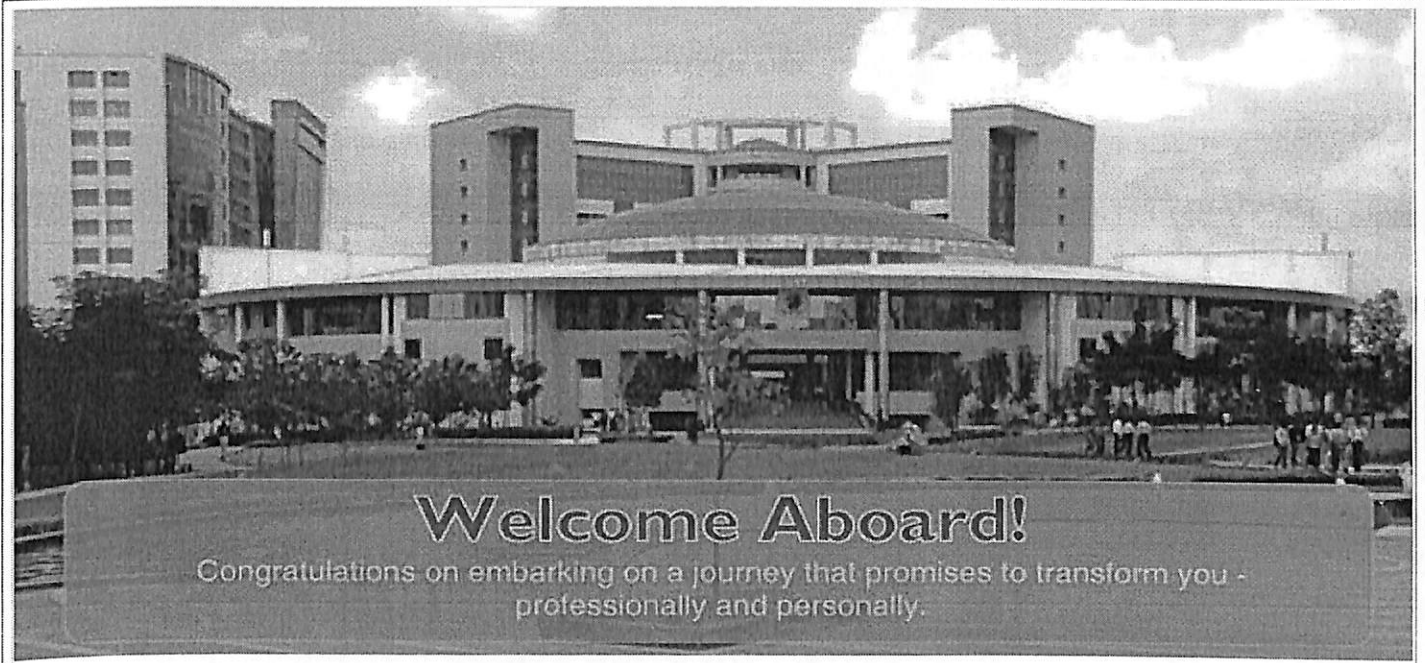
Vergheese Vergheese  
Director  
DIN: 00730270

16-18

manager.campus@wipro.com

Mar 9 (6 days ago)

to me .



Reference Number: 5531944

Dear Litty Jose,

We invite you to report for joining formalities on **24th March 2017**. Upon successful completion of your joining formalities, your **Date of Joining** at Wipro will be effective from **30th March 2017**.

As per our current schedule, your **Joining location** will be **Bangalore**. Your project location will be allocated during your training based on business requirements hence please plan your movement only upon receipt of the detailed communication from the concerned team.

**Reporting Time: 8:00 AM**

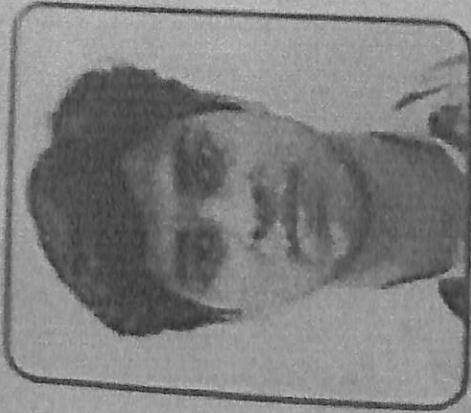
Wipro Limited, SJP-1 Learning Center,  
B-Block -2nd Floor, Doddakannelli,  
Sarjapur Road,  
Bangalore - 560 035

**Contact Person:- Manojkumar D / Bharath Kumar P**

2016-17

**MRF**

Corporate Technical - R&D



**ALBIN JAMES**

Employee No. 616142

Blood Group : B+ve

MRF Limited, R&D Centre, MRF Road, Tiruvottiyur, Chennai 600 019  
Phone: 0091 44 25733511 / Fax : 0091 44 25733166

16-17

Communication Centre  
C/o navy Office  
Naval Base  
Karwar- 531 308

04 Nov16

**TO WHOM SO EVER IT MAY CONCERN**

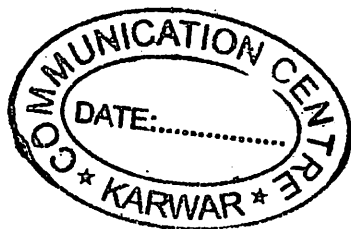
It is certified that **Charles P A, COM I(Tac), 237132-N** is a bonafide personnel of Indian Navy and presently posted in Comcen. (Kar) since 22 Feb 15. His date of birth as per service record is **30 May 93**. His present and permanent addresses are appended below.

**Present Address**

**Charles P A**  
COM I.(Tac)  
COMCEN(Kar)  
C/o Navy Office  
Naval Base Karwar  
Uttar Kannada  
Karnataka-581308

**Permanent Address**

**Charles P A**  
Padinjakkarayil House  
Pancode PO  
Vadavucode Via  
Ernakulam Dist  
Kerala - 682310



*[Handwritten signature]*

**Kuldeep Singh**  
MCPOCOM II(Tel)  
Staff Officer  
Officer-in-Charge

### APPOINTMENT ORDER

Sr/ Smt. TINCY EMMANUEL; D/O EMMANUEL JOSEPH; PARAYIDAIKIL (House)

RANDAR P.O. MUVAATTILUPUZHA, ERNAKULAM (Dist.)

is appointed as a Permanent / Probationary / Temporary / Acting Teacher / Office attendant under this management on a pay of Rs. 25200/- (Rupees Twenty Five Thousand and Two hundred only)

per mensem in the scale of Rs. 25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000

and is posted as L.P.SA. Designation in the Fr. J.B.M. U.P. SCHOOL, MALAYINKERZHAI from 09-06-2016 to Till the vacancy exist

in the vacancy of Additional Division for 2016-17 who has

This appointment is subject to the provisions of the Kerala Education Act and the Rules there under and such other rules or orders issued from time to time by Government or other competent Authority.

Certified that there is no qualified teacher/ministerial staff existing in service under this Edl. Agency who is eligible for Promotion to the vacancy for which the above Appointment is made.

Station Malayinkuzha

Date 09-06-2016

[Signature] MANAGER  
Fr. J.B.M. U.P. School  
Malayinkuzha  
Kothamangalam

Tincy  
Signature of Teacher / Ministerial staff.

This appointment is approved

Signature and designation of  
Controlling Officer.

No. GS-46/2016

**APPOINTMENT ORDER**  
Form 27 See Rule XIV(A)7 K.E.R

Date 1-6-2016

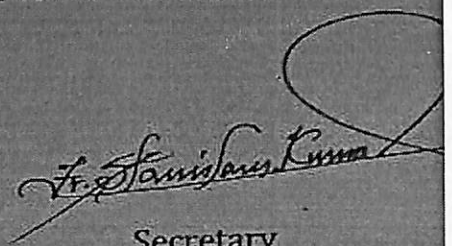
Sri./Smt.(Name and Address) Elizabeth Mathew, Parathalackal, Muthalakodam PO is hereby appointed permanent /probationary/acting teacher under this management on a pay of Rs. 25200/- per mensem in the scale of Rs 25200-54000 and is posted as (designation) LPSA in the (school) Alakode IJ LPS from 1-06-2016 FN to till the vacancy exists in the vacancy of Sri.Lambal Mathew promoted as HM in SJ LPS Elamdesam on 1-6-2016.

This appointment is subject to the provisions of the Kerala Education Act and the Rules there under and such other rules or orders issued from time to time by the Government other competent authority.

Certified that there is no qualified teacher /Non teaching staff existing in service under this Educational Agency who is eligible for promotion to the vacancy for which the above appointment is made.



.....  
Signature of Teacher/Non-Teaching staff



Secretary  
For Corp. Ednl. Agency  
By power of Attorney

The appointment is approved

Signature and Designation of Educational Officer

1613

16-17

Corporate Educational Agency, Diocese of Kothamanga

No. CE 79/2017

APPOINTMENT ORDER

Form 27 See Rule XIV(A)7 K.E.R

Date 1-

Sri/Smt.(Name and Address) Smitha Joseph, Pulickal, Karikunnam PO  
appointed permanent/probationary/acting teacher under this management of  
Rs 25200/- per mensem in the scale of Rs 25200-54000 and is posted as (d  
PSA in the (school) Udumbannoor SG HS from 1-06-2017 FN to till U  
exists in the vacancy of Smt. Alfina Sebastian transferred to Kaloor SH  
Smt. Ancy Thomas promoted as HSA(Maths) in Muthalakodam SH GHS in  
Smt. Lissy K.C., retired on 31-5-2017.

This appointment is subject to the provisions of the Kerala Education  
Act there under and such other rules or orders issued from time to  
time by other competent authority.

Certified that there is no qualified teacher /Non teaching staff exist  
in this Educational Agency who is eligible for promotion to the vacancy  
for which the appointment is made.

*Smitha*  
Signature of Teacher/Non-Teaching staff

*[Signature]*  
Secretary  
For Corp. Ednl. Ag  
By power of Attor

Appointment is approved

5 August 2016

Athira S  
Vlayil House Perumballoor P O  
Muvattupuzha Kerala - 686673

Dear Athira

We are pleased to offer you a position of **KGDC-Associate 1** in **KPMG Global Delivery Center Private Limited**. You will be part of the **Audit** team in our **Kochi** office. As mutually agreed, your date of joining will be **8 August 2016**.

Your annual salary inclusive of allowances will total to Rs. 300000 /- (Rupees Three lakhs only) . In addition, you will be entitled to a performance bonus as per the Company's compensation policy.

The break-up of your fixed salary will be as follows:

- Fifty percent is Basic
- Employer's contribution towards Provident Fund will be applicable as per the PF act.

Upon joining you would be required to structure the remaining amount under components as detailed in our staff manual.

This offer is subject to the satisfactory completion of the necessary background verification process and medical check-up. The terms and conditions of your employment will be as stated in the employment contract and staff manual and any subsequent amendments thereof.

Please note that this offer is valid till **6 August 2016**, unless extended in writing by us. You are requested to confirm acceptance of this offer by the date mentioned above. Should we not receive a confirmation from you by the above mentioned date, the offer will automatically stand withdrawn. On your accepting the offer, a detailed employment contract will be drawn.

We would like to take this opportunity of welcoming you and wishing you success in your career with us.

Yours sincerely  
for **KPMG Global Delivery Center Private Limited**

**Deepak Tejomaya**  
**Associate Director - Human Resources**

I am pleased to accept the offer contained above.

**Athira S**



LETTER OF INTENT

Date: 9/12/16  
Dear Liz John.

campus - blk @ amazon.com

With reference to your application and subsequent assessments you had with us, we are pleased to issue an offer for the position of **Transaction Risk Investigator** at Amazon Development Center India Pvt. Ltd ("Company"). Your initial place of work will be at Amazon India's facility in **Bangalore, India**

In case of accepting the offer, you would be eligible to receive **Rs.290,000 (Rupees Two Lakhs Ninety Thousand Only) per Annum**. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which will be issued to you closer to your joining date.

Yours sincerely,  
For **AMAZON DEVELOPMENT CENTER INDIA PVT LTD**

Ravi Prakash,  
Sr. HR Business Partner

ACCEPTED

**Terms and Conditions of the offer**

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining within 30<sup>th</sup> of April 2017.
- The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up another offer employment (other than with the Company) before issue of the Offer Letter.
- You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.
- The Company reserves the rights to revise the proposed salary and benefits as per prevailing levels of pay at the time of issue of the Offer Letter and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.

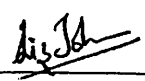
Yours sincerely,

For **AMAZON DEVELOPMENT CENTER INDIA PVT LTD**

  
Ravi Prakash,  
Sr. HR Business Partner.

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

  
Signature

9-12-16  
Date

Ground, 8th, 9th, 10th & 11th Floors, Orion Building, Bagmane Constellation Business Park Circle,  
Outer Ring Road, BANGALORE - 560 037, KARNATAKA, INDIA  
Tel : +91 - 80 - 6605 5000

www.amazon.com

CIN : U72200KA2004FTC034233

Raisal K.N  
Kalathil(H),Kothamangalam PO  
Thankalam,Ernakulam

20<sup>th</sup> July 2016

Dear Raisal,

Further to our discussion, we are delighted to offer you the position of "Trainee Android Developer" at Flytxt Mobile Solutions Private Ltd (FMSPL).

**Responsibilities include but are not limited to:**

- Develop software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.
- Document and demonstrate solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.
- Update job knowledge by studying state-of-the-art development tools, programming techniques, and computing equipment; participating in educational opportunities

**Details of this offer are:**

- For the training period you will be paid a stipend of INR **15,000/-** per Month (Rupees **Fifteen Thousand Only**). TDS and other taxes, if any applicable will be deducted from the said amount.
- On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you a permanent employment.
- The training period can be terminated by either party by giving 1 months' notice.
- This offer is contingent upon the successful completion of all background and reference checks and required documentation. Please furnish details for two references whom we can speak to.
- Your services are liable to be transferred to any other Offices / Group companies, at any location in India / Abroad at the sole discretion of the management. You should also be willing to travel for company business on short notice both domestic and international.

**Flytxt Mobile Solutions Pvt. Ltd. >>>>**

**Registered Office**  
30, Oriental Insurance Building,  
31 Dr. V.B. Gandhi Marg, Fort,  
Mumbai - 400 001, Maharashtra, India.  
CIN : U72900MH2007PTC174178

**Mumbai**  
12th Floor, Plot No. 19, USR Proxima Building,  
Sector 30-A, Vashi,  
Navi Mumbai - 400 705, Maharashtra, India.  
Tel : +91 22 391 689 50

**Trivandrum**  
7th Floor, Plot No.2, 7-A,  
Leela Infopark, Technopark,  
Trivandrum - 695 581, Kerala, India.  
Tel : +91 471 2700101 | Fax : +91 471 2700202

## Offer Letter

15<sup>th</sup> July 2016

To  
**ARUN JACOB**  
Nazhoorimattathil (H)  
Nettithozhu PO  
Achankanam  
Idukki

Dear **ARUN JACOB**,

Congratulations! We are pleased to inform you that you have been selected to work for Mitsogo Technologies Pvt Ltd at its **Kakkanad Branch** (III<sup>rd</sup> Floor, Vallamattom Estate, Opposite to CSEZ, Kakkanad). We are delighted to make you the following job offer.

Designation	: Software Engineer Trinee
Cost To Company Per Annum	: Rs.1,32,000/- (Rupees One Lakhs Thirty Two Thousand Only)
Working Hours	: 9 AM to 6 PM
Working Days	: Monday To Friday
Type of employment	: Permanent

You will be reporting to Mrs. Kamal S, Software Analyst, Mitsogo Technologies Pvt Ltd. Mitsogo Technologies Pvt Ltd has the complete right to change on any of the above mentioned details at any time.



mail

soorya aya <soorya96arya@gmail.com>

Letter

TCS Recruitment - Entry Level <recruitment.entrylevel@tcs.com>  
To: soorya96arya@gmail.com

Tue, Mar 7, 2017 at 11:34 AM

Dear Sooryamol Ps,

We are delighted to inform you that you have been successful in our selection process.

Your Offer Letter is shared in the mail as an attachment.

You are required to accept your offer letter online using your login credentials.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link: <https://nextstep.tcs.com>.
2. Login to the system using the following credentials.

**DTRef ID:** DT20173768720  
**Password:** Soorya96@

3. To accept the offer letter, click on Offer Letter.
4. Click on **I Accept** button to accept the offer
5. Once you accept the offer letter, you can download the same.

We will be in touch with you to keep you abreast of the latest happenings at TCS.  
Looking forward to hearing from you soon!

For any query, please contact 1800-209-3111(toll free) /ilpsupport@tcs.com

Warm Regards,  
Talent Acquisition Group  
TATA Consultancy Services

TCS NextStep App is now available on Android and iPhone.

=====  
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you

DT20173768720\_OL.pdf  
532K



**GOA INSTITUTE<sup>SM</sup>**  
**COMMUNICATIVE ENGLISH**

Manjooran Estate, Ground Floor,  
Edappally Junction, Cochin-682024  
Kerala. Tel. 0484-2801994.  
E-Mail: giceworld@gmail.com  
www.gicenglishgroup.com

Date: 20<sup>th</sup> March 2017

To,

Personal & Confidential

Name: CHIPPY GEORGE

Place: Kothamangalam, Ernakulam.

Employee ID: GIC-20-03-2017-0101

SUB: LETTER FOR JOINING SUMMONS

With reference to your application, interview, discussion and demonstration class we are pleased to offer you the assignment on the following terms and conditions.

- You will be designated as Trainee COMMUNICATIVE ENGLISH FACULTY, and your initial place of appointment will be in Kerala/TN.
- The exact place of posting will be decided and intimated to you during the time of regular training from Cochin.
- The nature of job is to teach Communicative English, and the method of teaching is interactive.
- Your employment schedule will commence on 1<sup>st</sup> June 2017 in the school where you will have been posted after training.
- You will be on probation for a period of nine months from the date of joining in the school.
- You will be remunerated for the service rendered by you in the following manner:

Basic pay	- Rs. five thousand only per month
H.R.A.	- Rs. two thousand only per month
Conveyance Allowance	- Rs. one thousand only per month
Education Allowance	- Rs. one thousand only per month
Food Allowance	- Rs. two thousand only per month
Medical Allowance	- Rs. one thousand only per month
Uniform Allowances	- Rs. one thousand only per month
Special Allowance	- Rs. one thousand only per month

Total remuneration per month: Rupees FOURTEEN THOUSAND Only.

The above rates of pay are applicable only if the candidate is willing to take up employment at the place of posting decided by GICE.

IHTPL/HR/DEV/097

16<sup>th</sup> March 2017

Dear Mr. Gerin George,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as "Software Engineer" with Ihits Technologies Pvt Ltd ("the company" hereafter) with effect from 16<sup>th</sup> March 2017

1 **Assignment** – Your assignment will be that of a "Software Engineer" with the **Development Team** and you will be based at **Cochin, India**. The Company may however re-assign and/ or transfer you to any position and you are liable to be posted in any division within the Ihits Technologies or its channel partners at the Company's discretion.

**Salary** – You would be entitled to an Annual Cost to Company (CTC) of INR 90000 (Indian Rupees Ninety Thousand only) which would be paid in equal monthly installments. The Company may in its discretion, review, adjust, restructure, as appropriate the salary payable to you through prior intimation. You shall also be reimbursed by the company for all travel expenses borne by you during the course of employment subject to furnishing of satisfactory proof.

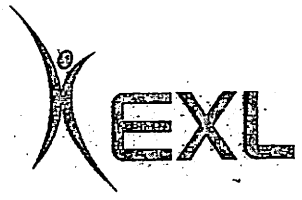
3 **Probation** – You will be on Probation for the first 6 months and will be confirmed subject to satisfactory performance.

4 **Bond** – You are needed to serve the Company, for the term of Three Years from the date of Joining and you shall not resign till the end of this contract period. Failing to which you will need to refund the company an amount equivalent to your last 6 months' salary.

5 **Separation for Convenience:** The Company has the discretion to dispense with your services without any notice and without assigning any reasons. The 30 days' notice period can be waived, in which case, the company shall compensate you by paying one month salary.

In case you want to terminate the services on your own reasons and served notice of termination, you are duty bound to stay back in the services till such time the company find an alternative person in your capacity. You can leave the company on your own reasons by giving **3 months' notice** in the absence of which, an amount equivalent to three months' salary shall be forfeited/recovered from your final settlement amount or to be paid to the company. No dues or leave in lieu of the notice period will be paid/ allowed, if you are

2016-17



PRIVATE AND CONFIDENTIAL

To, Tessimial James  
Mamala college  
Ellikandathil (CH)  
muvattipuzha  
Dear Tessimial

Dated

LETTER OF INTENT (LOI)

Subsequent to our discussions and interest shown by you, we are pleased to offer you employment with Outsourcpartners International Private Limited (the "Company") at our Kochi office as Associate in Operations at Band A1. Final Selection will be confirmed on later date.

This offer is subject to the following conditions: -

- (i) accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work / joining the employment of the Company on the aforesaid date.
- (ii) Your meeting all the evaluation criteria in all the trainings and clearing internal and client assessments.
- (iii) Successful background and reference check.

If any of the above conditions are not full-filled or met with, this LOI as well as appointment letter / employment agreement shall stand cancelled

Your total Annual CTC will be Rs.1,78,824/-

You will be on probation for a period of six months, commencing from your joining date, which may be extended at the sole discretion of the Company. The Company will inform you if it decides to extend your probation period; otherwise your employment shall stand confirmed. Your employment will be in accordance with the rules, regulations and policies of the Company, as amended from time to time and as amended up-to-date. All payments made by the Company will inter alia be in accordance with the income tax norms prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended, re-framed or substituted from time to time.

You shall be based in Kochi but your services are transferable and you may be assigned / transferred in India or outside India to serve the Company or any of its affiliates, holding, subsidiaries, group and/or associated companies or any customer or customers' client of the Company or any customer or customers' client of any of Company's affiliates, holding, subsidiaries, group and/or associated companies. The job offered entails working in shifts including night shifts.

98

3/18/2016

Gmail - Fwd: Letter of Intent - Rahul Chandra - Ref. No.: 5532441

2016-17



DELITIA GEORGE <delitiageorge@gmail.com>

**Fwd: Letter of Intent - Rahul Chandra - Ref. No.: 5532441**

1 message

Rahul Chandra <rahulchandra325@gmail.com>  
To: delitiageorge@gmail.com

Thu, Mar 17, 2016 at 3:54 PM

Forwarded message

From: <manager.campus@wipro.com>  
Date: Fri, Sep 18, 2015 at 3:40 PM  
Subject: Letter of Intent - Rahul Chandra - Ref. No.: 5532441  
To: rahulchandra325@gmail.com

### Campus - Letter Of Intent

September 18, 2015

Dear Rahul Chandra,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of Rs. 75,000 to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of Rs. 60,000 to Wipro.

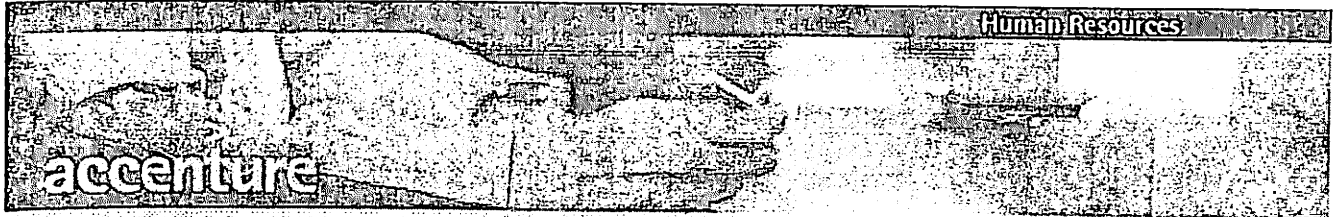
The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.



2016-17.



Strictly Private and Confidential

21-Jun-2016

Swatha George

Edapparambil Thekkumbhagam PO Thodupuzha Kerala-685585.

9447942351

Dear Swatha,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Services Pvt. Ltd. ("Company") in our Delivery Centres for Technology, India as per the below terms and conditions:

Role - Software Engineering New Associate

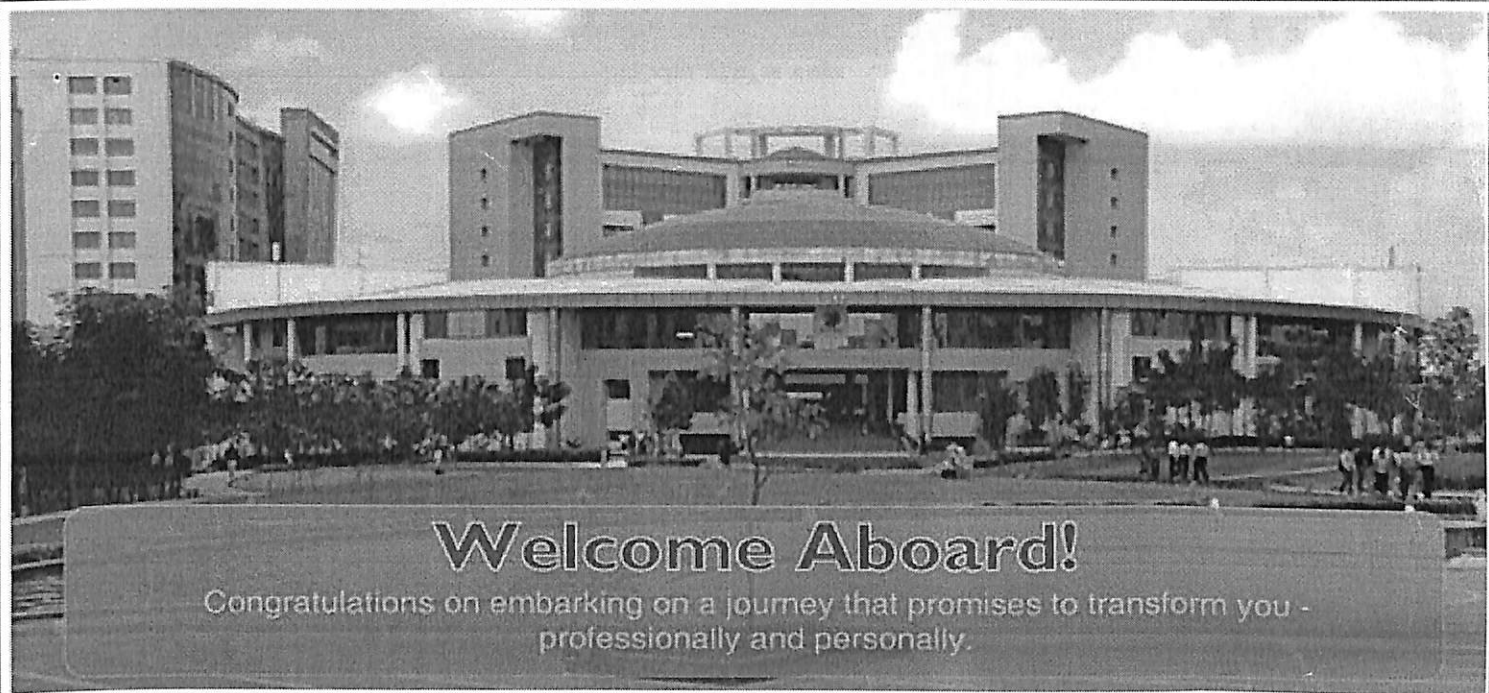
Career level - 13

Talent Segment - Software Engineering

Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the attached 'Terms of Employment'. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.



Reference Number: **5531952**

Dear Annu Anna Thomas,

We invite you to report for joining formalities on **24th March 2017** Upon successful completion of your joining formalities, your **Date of Joining** at Wipro will be effective from **30<sup>th</sup> March 2017**.

As per our current schedule, your Joining location will be **Bangalore**. Your project location will be allocated during your training based on business requirements hence please plan your movement only upon receipt of the detailed communication from the concerned team.

**Reporting Time: 8:00 AM**

**Wipro Limited, SJP-1 Learning Center,  
B-Block -2nd Floor, Doddakannelli,  
Sarjapur Road,  
Bangalore – 560 035**

**Contact Person:- Manojkumar D / Bharath Kumar P**

**STRICTLY CONFIDENTIAL****LETTER OF OFFER**

Ref No: NEIPL/16-17/OFFR/8165

**Jijil George**  
**Nadakunnel H Kadavoor P.O**  
**Muvattupuzha, Kerala - 686671**  
**Mobile: 9744577727**

Date: 19-Aug-2016

**Dear Jijil George,**

Welcome to the Next Education family. Next Education is India's leading technologically-powered content provider for K-12 sector. We partner with 10,000+ schools and 10,000,000+ students across India and abroad. Since being founded in 2007, Next Education has consistently innovated and come up with award-winning solutions for all K-12 stakeholders. Our portfolio of products includes TeachNext, LearnNext, NextGurukul, NextERP, NextDeeksha, NextLabs, NextCurriculum, NextPlay and Next Learning Platform. We also have a pan-India presence with over 2,000+ employees.

With reference to the interview you had with us we are pleased to offer you an appointment as **"Trainee Graphic Designer"** at **Hyderabad** location. You are required to report to **Sridhar Kumar J, Project Manager** and **Cell - 9392781637** at **9:30 am** on **22-Aug-2016**. Your compensation, as already discussed and agreed with you, is detailed in **Annexure I**.

Your employment will be governed by the terms stipulated in the **Terms of Employment** and the **Non-Disclosure Agreement** attached herewith. These documents need to be duly signed by you at the time of joining. This offer is made to you on a good faith on the basis of the information provided by you through your profile and discussion during your interview. This offer as well as the appointment with the organization is subject to verification of your credentials. In case any of your professional or personal credentials is found to be negative or not in line with the details provided by you, your employment with the organization will become null and void. The offer letter entails you to join by the stipulated date. Any extension shall be approved in writing failing which, the offer will lapse on the stipulated date.

Please bring photocopies of all the documents mentioned in **Annexure II** on the date of joining.

Kindly ensure you send us your acceptance of the offer through email to [HR@nexteducation.in](mailto:HR@nexteducation.in) within 2 days of the date of issue failing which the offer would stand null and void.

Thank you,

**For Next Education India Pvt. Ltd**



**Daljit Singh Bajwa**  
**Director**

I Accept and agree to the details above:

# WRENCH

Ref No: WS/APPTLET/16/06/02

14 June 2016

To,  
Jefry Joseph John  
Thachammaniyattu(H)  
Meenakunnam P O  
Muvattupuzha-686672

Dear Jefry Joseph John,

Sub: Offer Letter

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of "Junior Software Testing Engineer" in our company on the following terms & conditions.

1. You will be responsible for the "Software Testing" function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidated salary of INR. 16,000/- (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During your probation your designation will be "Trainee-Software Testing" and you will be paid a training stipend of INR. 10,000 (Rupees Ten Thousand only) per month.
3. You will be given necessary training to well execute your duties, which may include technical training also. On completion of technical training, you are required to succeed in relevant examinations. In case you fail to do so, your services will be considered unavailable to the organization.
4. You will be under a probation period for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.

15-03-2017

**To**

MINU MARIA E.S  
Elavumkudy (H)  
Koovappady P.O  
Perumbavoor  
Ernakulam-683544

### **Employment Offer**

With reference to the discussions we had with you, we are pleased to appoint you as Software Test Engineer of this company under the following terms and conditions:

#### **1. Commencement Date**

Your date of appointment will be effective from 20<sup>th</sup> March, 2017.

It is important to both of us that during your initial period of employment your ability to perform your duties be carefully assessed. Accordingly, you have agreed that the first 90 calendar days of employment represent a probationary period, during which we may terminate your employment for any reason without notice and without the payment of any further benefits. During the 90-days probationary period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. At the end of the three months a "Notification of Completed Probationary Period" about you will be prepared by your immediate supervisor stating if you have completed the probationary period successfully. If the probation period is completed successfully, the notification will state that you are suitable for regular employment as a permanent employee. If it has not been executed successfully, necessary steps will be taken to inform you of the results and begin the termination process

#### **2. Salary and Benefits**

For the first 3 months (90 Calendar Days) after your joining, you will be under probation and agreed that you will undergo training without salary in the first month of the probation period. You are not allowed to avail leave on your training period except medical and emergency.

You will get a minimum Net Salary of Rs.8000/- per month after the training period of first one month. The Salary date will be 5<sup>th</sup> to 10<sup>th</sup> working day of every month and salary will be transferred to your bank account. Your salary will be revised as per your performance from time to time. There is one paid leave and one medical leave which are subjected to verification with medical records. Taking more than allowed leave will lead to loss of pay. The loss of pay per leave will be the wage per day calculated as per your monthly salary and

# WRENCH

RefNo: WS/APPTLET/17/04-02

12 April 2017

To,  
Bijo Baby  
Nelikunnel (H)  
Vadakodu P O  
Vazhakulam

*Dear Bijo Baby,*

**Sub: Offer Letter**

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of "Software Engineer" in our company on the following terms & conditions.

1. You will be responsible for the "Development" function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidate salary of INR 16,000 (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During the probation period you will be given a training stipend of INR 10,000 (Rupees Ten Thousand Only) per month.
3. You will be under probation for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.
4. In the event of your resignation or termination of services during training/probation period, either side will have to give 15 days notice or 15 days basic salary in lieu of notice. After confirmation either side will have to give one months notice.
5. On your separation before notice period it would be at the discretion of the company to relive you by issuing the necessary certificates and settle the due salary\ incentive or any other payable amount.

Email: sjchism@gmail.com

07365-259304



# ST. JOSEPH'S CONVENT SENIOR SECONDARY SCHOOL

Rudrakheda, Mehidpur, Ujjain Dt., 456 443, M.P.

Affiliated to Central Board of Secondary Education, New Delhi

Affi. No. 1030517

School Code: 14386

16-17

## Certificate of Experience

Date: 22-04-2017

This is to certify that Miss. Soumya Kurian D/o Late Mr. Kurian has been serving at St. Joseph's Convent Sr. Sec. School, Mahidpur as a teacher since 16<sup>th</sup> June 2016 until 22<sup>nd</sup> April 2017. During her tenure of service she has been an ideal teacher. She discharged all responsibilities entrusted to her to the best of our satisfaction. During her stay, her work and behaviour was good.

We wish you, Miss. Soumya Kurian the very best in your future and are thankful for the service provided to this institute of learning.

With regards

Principal

*[Signature]*  
Principal

22-04-2017

St. Joseph's Convent Sr. Sec. School  
Rudrakheda, Mehidpur (Ujjain) M.P.



# ST. TERESA'S COLLEGE (Autonomous)

College with potential for excellence

1<sup>st</sup> June 2016

No. STC/IS/ Appt. 18/2016

## APPOINTMENT ORDER

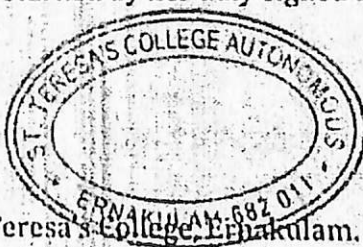
Sub: - St. Teresa's College, Ernakulam - Appointment of Staff

Ref: - Ms. KEZIYA JAMES' Application for employment and her Interview with St. Teresa's College, Ernakulam.

Ms. KEZIYA JAMES, Flat No. 3d, Horizon Daffodils, Vaduthala P.O. 682 023, is hereby appointed as Assistant Professor in Department of Zoology, St. Teresa's College, Ernakulam, under Self-Financing Scheme on a monthly salary of Rs. 15000/- [Rupees Fifteen thousand only].

This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if her services are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure 1. The duplicate copy of this appointment order shall be returned by her duly signed as a token of her acceptance of its terms and conditions.

Attachment: Annexure 1



*[Signature]*  
DIRECTOR

- Copy to: 1. The Principal, St. Teresa's College, Ernakulam.
- 2. Ms. KEZIYA JAMES, Flat No. 3d, Horizon Daffodils, Vaduthala P.O. 682 023

The above offer terms and conditions given in Annexure 1 are acceptable to me.

Name: KEZIYA JAMES

Signature: *[Signature]*

Date: 01-06-2016

Affiliated to  
Mahatma Gandhi University

Ernakulam - 682011, Kerala, India





Respected Sir,

This is **Souparnika T Prakash**. I was a student of the **BSC** course in **Nirmala College** from 2013-2016 batch. I passed out two months back and am glad to inform you that I have joined Tata Consultancy Services as a Graduate Trainee on 22<sup>nd</sup> July 2016. I am currently undergoing my initial training at TCS Ignite, a special and exclusive initiative by TCS for science fresher's at their world class facility in Chennai.

In the brief while that I have been at TCS Ignite, I have already experienced a lot of new things and started seeing a positive change in myself. Every day is a new challenge for me to prove myself which is inspiring me. There are highly professional and experienced faculty from whom we can gain real industry-relevant knowledge. Our seniors have done different projects which they have shown us in Product fair and explained about the implementations too and I am glad to know that these products are now in real use.

Here we are not only learning programming but also about the new upcoming technologies. I am happy to inform that even I am going to work on incubator projects soon. In Ignite, we are learning things not just by reading but even by doing.

Team Ignite has created an exclusive Facebook group to stay in touch with you, it will also serve as a common forum for Science College TPO's in the country. To join this group kindly open this link (<https://www.facebook.com/groups/TPOConnect>) and click on the **Join Group** button.

I want to take this opportunity to thank you for supporting and enlightening me all my way.

Yours faithfully  
Souparnika T Prakash

**TATA CONSULTANCY SERVICES**

Chennai One SEZ Unit 200 Ft Road Thoraipakkam Chennai 600 096 India  
Tel 91 44 66168888 Fax 91 44 66168200 e-mail [corporate.office@tcs.com](mailto:corporate.office@tcs.com) website [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021  
Corporate Identification No. (CIN) : L22210MH1995PLC084781



Respected Sir,

This is **Alan Joseph**. I was a student of the BCA course in **Nirmala College** from 2013-2016 batch. I passed out two months back and am glad to inform you that I have joined Tata Consultancy Services as a Graduate Trainee on 22<sup>nd</sup> July 2016. I am currently undergoing my initial training at TCS Ignite, a special and exclusive initiative by TCS for science fresher's at their world class facility in Chennai.

In the brief while that I have been at TCS Ignite, I have already experienced a lot of new things and started seeing a positive change in myself. Every day is a new challenge for me to prove myself which is inspiring me. There are highly professional and experienced faculty from whom we can gain real industry-relevant knowledge. Our seniors have done different projects which they have shown us in Product fair and explained about the implementations too and I am glad to know that these products are now in real use.

Here we are not only learning programming but also about the new upcoming technologies. I am happy to inform that even I am going to work on incubator projects soon. In Ignite, we are learning things not just by reading but even by doing.

Team Ignite has created an exclusive Facebook group to stay in touch with you, it will also serve as a common forum for Science College TPO's in the country. To join this group kindly open this link (<https://www.facebook.com/groups/TPOConnect>) and click on the **Join Group** button.

I want to take this opportunity to thank you for supporting and enlightening me all my way.

Yours faithfully  
Alan Joseph

### **TATA CONSULTANCY SERVICES**

Chennai One SEZ Unit 200 Ft Road Thoraipakkam Chennai 600 096 India  
Tel 91 44 66168888 Fax 91 44 66168200 e-mail [corporate.office@tcs.com](mailto:corporate.office@tcs.com) website [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021  
Corporate Identification No. (CIN) : L22210MH1995PLC084781



TATA CONSULTANCY SERVICES

Get ready for a Global IT Career



# Get ready for a Global IT Career

Souparnika T Prakash

Nirmala College,  
Muvattupuzha.

Joined on 22-Jul-2016

Register on Open Ignite @  
<https://openseesame.tcs.com>

Enjoy the best of both worlds

**Job @ TCS**  
and  
**an MCA**  
degree

Inviting all science students !

*Be a part of the largest science student community in India.*



Largest Science Community



Free Practice Tests

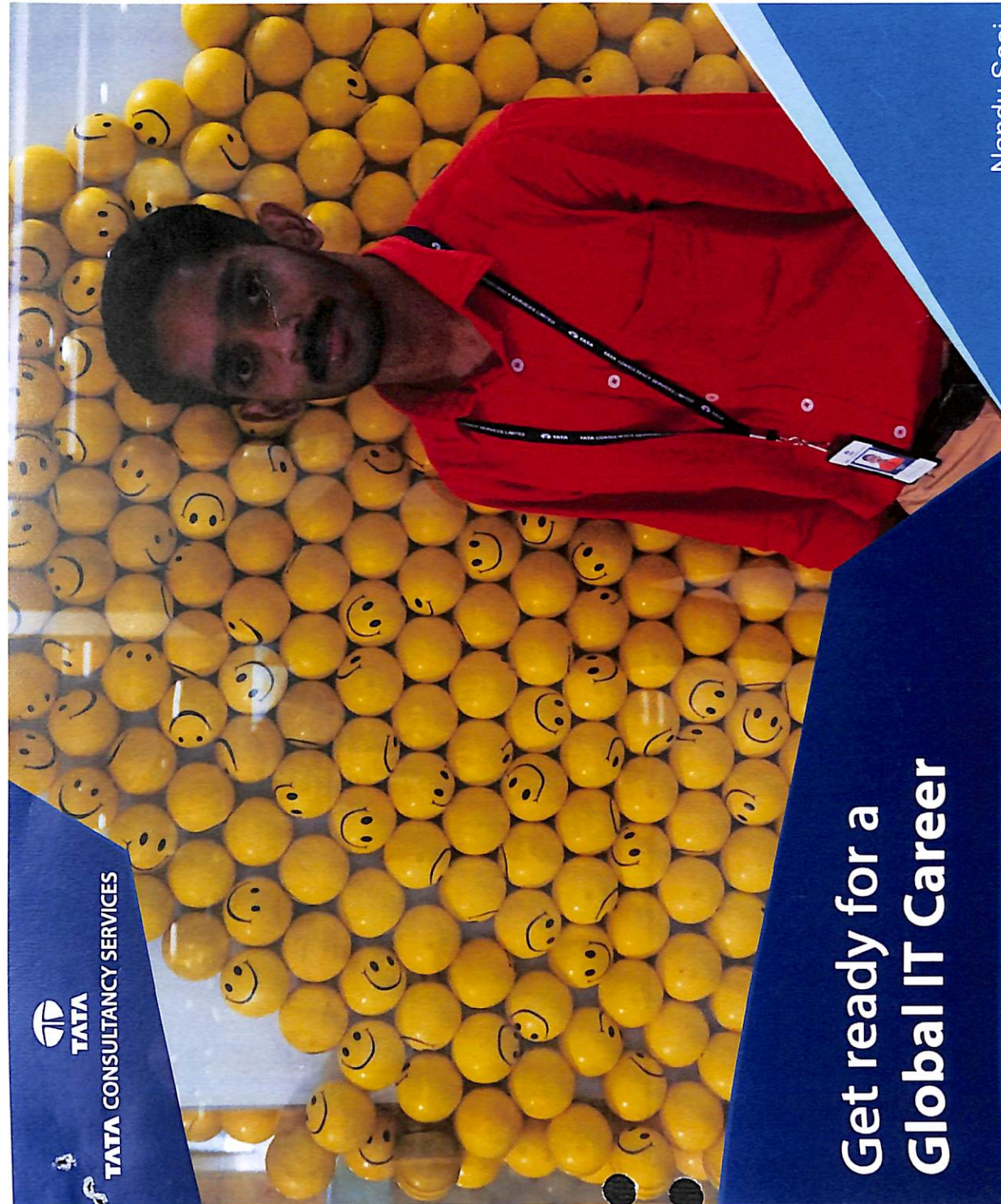


Open Access to Solutions

Open Ignite is the gateway for science students interested in an IT career with TCS.

Register NOW !

<https://openseesame.tcs.com>



## Get ready for a Global IT Career

Register on Open Ignite @  
<https://openseesame.tcs.com>

Enjoy the best of both worlds

**Job @ TCS**  
and  
**an MCA**  
degree

Nandu Sasi

Nirmala College,  
Muvattupuzha.

Joined on 22-Jul-2016

Inviting all science students !  
*Be a part of the largest science student community in India.*



Largest Science Community



Free Practice Tests



Open Access to Solutions

Open Ignite is the gateway for science students interested in an IT career with TCS.  
Register NOW !  
<https://openseesame.tcs.com>



## Get ready for a Global IT Career

Register on Open Ignite @  
<https://openseesame.tcs.com>

Enjoy the best of both worlds

**Job @ TCS**  
and  
**an MCA**  
degree

Rahul Chandra

Nirmala College,  
Thodudpuzha.

Joined on 22-Jul-2016

Inviting all science students !

*Be a part of the largest science student community in India.*



Largest Science Community



Free Practice Tests



Open Access to Solutions

Open Ignite is the gateway for science students interested in an IT career with TCS.  
Register NOW !  
<https://openseesame.tcs.com>



Respected Sir,

This is **Nandu Sasi**. I was a student of the **BSC** course in **Nirmala College** from 2013-2016 batch. I passed out two months back and am glad to inform you that I have joined Tata Consultancy Services as a Graduate Trainee on 22<sup>nd</sup> July 2016. I am currently undergoing my initial training at TCS Ignite, a special and exclusive initiative by TCS for science fresher's at their world class facility in Chennai.

In the brief while that I have been at TCS Ignite, I have already experienced a lot of new things and started seeing a positive change in myself. Every day is a new challenge for me to prove myself which is inspiring me. There are highly professional and experienced faculty from whom we can gain real industry-relevant knowledge. Our seniors have done different projects which they have shown us in Product fair and explained about the implementations too and I am glad to know that these products are now in real use.

Here we are not only learning programming but also about the new upcoming technologies. I am happy to inform that even I am going to work on incubator projects soon. In Ignite, we are learning things not just by reading but even by doing.

Team Ignite has created an exclusive Facebook group to stay in touch with you, it will also serve as a common forum for Science College TPO's in the country. To join this group kindly open this link (<https://www.facebook.com/groups/TPOConnect>) and click on the **Join Group** button.

I want to take this opportunity to thank you for supporting and enlightening me all my way.

Yours faithfully  
Nandu Sasi

## **TATA CONSULTANCY SERVICES**

Chennai One SEZ Unit 200 Ft Road Thoraipakkam Chennai 600 096 India  
Tel 91 44 66168888 Fax 91 44 66168200 e-mail [corporate.office@tcs.com](mailto:corporate.office@tcs.com) website [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021  
Corporate Identification No. (CIN) : L22210MH1995PLC084781



Respected Sir,

This is **Rahul Chandra**. I was a student of the BCA course in **Nirmala College** from 2013-2016 batch. I passed out two months back and am glad to inform you that I have joined Tata Consultancy Services as a Graduate Trainee on 22<sup>nd</sup> July 2016. I am currently undergoing my initial training at TCS Ignite, a special and exclusive initiative by TCS for science fresher's at their world class facility in Chennai.

In the brief while that I have been at TCS Ignite, I have already experienced a lot of new things and started seeing a positive change in myself. Every day is a new challenge for me to prove myself which is inspiring me. There are highly professional and experienced faculty from whom we can gain real industry-relevant knowledge. Our seniors have done different projects which they have shown us in Product fair and explained about the implementations too and I am glad to know that these products are now in real use.

Here we are not only learning programming but also about the new upcoming technologies. I am happy to inform that even I am going to work on incubator projects soon. In Ignite, we are learning things not just by reading but even by doing.

Team Ignite has created an exclusive Facebook group to stay in touch with you, it will also serve as a common forum for Science College TPO's in the country. To join this group kindly open this link (<https://www.facebook.com/groups/TPOConnect>) and click on the **Join Group** button.

I want to take this opportunity to thank you for supporting and enlightening me all my way.

Yours faithfully  
Rahul Chandra

### **TATA CONSULTANCY SERVICES**

Chennai One SEZ Unit 200 Ft Road Thoraipakkam Chennai 600 096 India  
Tel 91 44 66168888 Fax 91 44 66168200 e-mail [corporate.office@tcs.com](mailto:corporate.office@tcs.com) website [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021  
Corporate Identification No. (CIN) : L22210MH1995PLC084781



PRIVATE AND CONFIDENTIAL

To, ASWATHY VIJAYAN

Dated 31/1/17

LETTER OF INTENT (LOI)

Dear ASWATHY,

Subsequent to our discussions and interest shown by you, we are pleased to offer you employment with Outsoucepartners International Private Limited (the "Company") at our Kochi office as Associate in Operations at Band A1. Final Selection will be confirmed on later date.

This offer is subject to the following conditions: -

- (i) accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work / joining the employment of the Company on the aforesaid date.
- (ii) Your meeting all the evaluation criteria in all the trainings and clearing internal and client assessments.
- (iii) Successful background and reference check.

If any of the above conditions are not full-filled or met with, this LOI as well as appointment letter / employment agreement shall stand cancelled

Your total Annual CTC will be Rs.1,72,680/-

You will be on probation for a period of six months, commencing from your joining date, which may be extended at the sole discretion of the Company. The Company will inform you if it decides to extend your probation period; otherwise your employment shall stand confirmed. Your employment will be in accordance with the rules, regulations and policies of the Company, as amended from time to time and as amended up-to-date. All payments made by the Company will inter alia be in accordance with the income tax norms prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended, re-framed or substituted from time to time.

You shall be based in Kochi but your services are transferable and you may be assigned / transferred in India or outside India to serve the Company or any of its affiliates, holding, subsidiaries, group and/or associated companies or any customer or customers' client of the Company or any customer or customers' client of any of Company's affiliates, holding, subsidiaries, group and/or associated companies. The job offered entails working in shifts including night shifts.





PRIVATE AND CONFIDENTIAL

To, **ROHITH SATHEESAN**

Dated 31/1/17

LETTER OF INTENT (LOI)

Dear **ROHITH**

Subsequent to our discussions and interest shown by you, we are pleased to offer you employment with Outsourcpartners International Private Limited (the "Company") at our Kochi office as **Associate in Operations at Band A1**. Final Selection will be confirmed on later date.

This offer is subject to the following conditions: -

- (i) accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work / joining the employment of the Company on the aforesaid date.
- (ii) Your meeting all the evaluation criteria in all the trainings and clearing internal and client assessments.
- (iii) Successful background and reference check.

If any of the above conditions are not full-filled or met with, this LOI as well as appointment letter / employment agreement shall stand cancelled

Your total Annual CTC will be **Rs.1,72,680/-**

You will be on probation for a period of six months, commencing from your joining date, which may be extended at the sole discretion of the Company. The Company will inform you if it decides to extend your probation period; otherwise your employment shall stand confirmed. Your employment will be in accordance with the rules, regulations and policies of the Company, as amended from time to time and as amended up-to-date. All payments made by the Company will inter alia be in accordance with the income tax norms prescribed under the Income Tax Act, 1961 read with Income Tax Rules, 1962 as amended, re-framed or substituted from time to time.

You shall be based in Kochi but your services are transferable and you may be assigned / transferred in India or outside India to serve the Company or any of its affiliates, holding, subsidiaries, group and/or associated companies or any customer or customers' client of the Company or any customer or customers' client of any of Company's affiliates, holding, subsidiaries, group and/or associated companies. The job offered entails working in shifts including night shifts.



ENVESTNET®

February, 2017

Name : Aryalaksbmi K.A  
Roll No :  
Semester :  
Branch of Specialization :  
College Name : Nirmala College Muvattupuzha

**PRELIMINARY OFFER LETTER**

Dear Aryalaksbmi,

CONGRATULATIONS!!

In furtherance to your remarkable performance during our Campus drive on February 17, 2017, we are pleased to offer you an employment with **Envestnet Asset Management India Pvt Ltd.**

The salient points of the offer are given below:

1. You will be designated as Associate Analyst.
2. You will be entitled to receive a CTC of **INR 1, 98,000/-per annum + Benefits.**
3. Your work location will be at Envestnet, Trivandrum office.
4. The acceptance of this offer can be communicated to us within seven days of the receipt of this offer by signing and sending us the copy of this letter.
5. Upon your acceptance of the preliminary offer letter, we will be issuing a detailed offer letter stating the terms and conditions of employment.
6. The validity of this offer of Employment is subject to your successful completion of all curricular requirements as laid down by the university/ institution for the award of degree.

We look forward for a long standing relationship.

For Envestnet Asset Management India Pvt. Ltd.,

**Ramachandran P**  
**Senior Manager- Human Resources**



HRD/2T/17-18/11709310

April 21, 2017

Mr. Melbin Mathews  
Candidate ID: 11709310  
ERAMANGALATH  
Muvattupuzha - 686670  
Kerala  
India

Ph: (91) 94467 05750

Dear Melbin,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. The location of your initial reporting and training will be at Mysore, Karnataka (India). The date of your joining would be notified to you in the Letter of Appointment.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 219300** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer\_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

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

\_\_\_\_\_  
Candidate name in capital letters:

\_\_\_\_\_  
Candidate Signature:

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

Location: \_\_\_\_\_

HRD/2T/17-18/11709316

April 21, 2017

Ms. Fathimmabi Ebrahim  
Candidate ID: 11709316  
Manickal (H)  
Koovalloor (P.O)  
Kothamangalam - 686671  
Kerala  
India  
Ph: (91) 99477 15641

Dear Fathimmabi,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. The location of your initial reporting and training will be at Mysore, Karnataka (India). The date of your joining would be notified to you in the Letter of Appointment.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 219300** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer\_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

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

\_\_\_\_\_  
Candidate name in capital letters:

\_\_\_\_\_  
Candidate Signature:

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

Location: \_\_\_\_\_

HRD/2T/17-18/11709453

April 21, 2017

Ms. Kochurani Mathew  
Candidate ID: 11709453  
Vanmelil (H)  
Kuninji P O  
Thodupuzha - 685583  
Kerala  
India  
Ph: (91) 97477 90422

Dear Kochurani,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. The location of your initial reporting and training will be at Mysore, Karnataka (India). The date of your joining would be notified to you in the Letter of Appointment.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 219300** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer\_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

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

\_\_\_\_\_  
Candidate name in capital letters:

\_\_\_\_\_  
Candidate Signature:

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

Location: \_\_\_\_\_

HRD/2T/17-18/11710380

April 21, 2017

Mr. Abhinav Sivaprasad  
Candidate ID: 11710380  
Vazhapillil [H], Pandapilly P O  
Arakuzha  
Cochin - 686672  
Kerala  
India  
Ph: (91) 86062 56962

Dear Abhinav,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. The location of your initial reporting and training will be at Mysore, Karnataka (India). The date of your joining would be notified to you in the Letter of Appointment.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 219300** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer\_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

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

\_\_\_\_\_  
Candidate name in capital letters:

\_\_\_\_\_  
Candidate Signature:

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

Location: \_\_\_\_\_



To  
**ARUN JACOB,**  
**NAZHOORIMATTAM [H],**  
**NETTITHOZHU P.O. IDUKKI**

13-05-2017

**Sub: Offer Letter - Software Trainee**

Dear Arun,

Regarding the discussions, we had with you, we, on behalf of **AMZSYS CONSULTANCY SERVICES PVT LTD**, are pleased to offer you the position of “**Software Trainee**” and invite you to join AMZSYS family, subject to following terms and conditions:

**1. Position**

You will be offered the position of **Software Trainee** in the Company. This training position is for 3 months' term beginning (**01-06-2017**) and ending (**30-08-2017**). You will be on probation for the same period (3 months) and your continued participation in the training position will be dependent upon successful completion of courses and learning objectives as scheduled in the training plan. If you successfully complete the training program, you will be offered a permanent position as Software Developer in **AMZSYS CONSULTANCY SERVICES PVT LTD**. Initially, you will be placed at our office in Cochin.

**2. Duties**

You will perform the duties and services assigned to you by the concerned authority. During your tenure, you shall

- (a) perform your duties faithfully and diligently.
- (b) endeavour to promote the interests of the Company.
- (c) devote your time, attention, and efforts in serving the Company.
- (d) not directly or indirectly engage in any activity, which competes with the Company or conflicts with your duties to the Company.

**3. Working hours**

Your standard working hours will be Mondays to Fridays 09:30 a.m. to 6:00 p.m., if you are not required to work in shifts. Shift timings, if applicable, will be intimated to you by the concerned authority. If you are in a client- facing team, your off days will be per the work plan, which will be informed to you by the concerned authority. If necessary, you may be required to work beyond the standard working hours and shifts to achieve results.



#### **4. Date of joining**

You will report at the **AMZSYS CONSULTANCY SERVICES PVT LTD**, Room No 3, 2<sup>nd</sup> Floor, Smart Park, Old Civil Line Road, Kunnumpuram, Kakkanad, Kochi, Kerala - 682030, at 09:30 a.m., 1<sup>st</sup> **June 2017** to formally join the Company.

#### **5. Compensation and details**

There will not be either stipend or training fees during the training period. The allowances, benefits and other compensation will be discussed once you become a permanent employee. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy. Keep your compensation details strictly confidential.

#### **6. Transferability**

The Company reserves the right to transfer you to any other location in India and/or to any other entity affiliated to or associated with the Company.

#### **7. Confidentiality**

You shall maintain strict confidentiality of all information and data that may come to your possession or knowledge by this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company. You shall always, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit. You will not reproduce, store in a retrieval system or transmit in any form or by any means — electronic, mechanical, photocopying, recording, scanning or otherwise — any copyrighted material or other confidential or proprietary material, which is the property of the Company or its clients, for your own benefit or for the benefit of any third party, either during or after the term of this engagement. Upon termination of this engagement, you will immediately surrender all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and CDs and any other knowledge databases entrusted to you during your employment and you shall not retain any copy in any form. The company reserves the right to alter the confidentiality agreement as and when required.

#### **8. Intellectual property**

All intellectual property rights over any work or material developed by you during this engagement shall belong to and be the property of the Company. You shall transfer to the Company all intellectual property rights over such work or material. You shall execute such deeds and documents as the Company may require, to effectually grant the Company all intellectual property rights and benefits over the work or material. While performing your duties, you shall not infringe any intellectual property rights of any other parties.





#### **9. Leave**

You will be entitled to casual leave of 12 days and 5 sick leave days, for each financial year. The Company reserves the right to alter the policy.

#### **10. Retirement**

Retirement age for an employee is 60 years. The Company reserves the right to alter the policy.

#### **11. Notice period and termination of employment contract**

- a) After confirmation of your service, the employment contract can be terminated either by the Company or by you, by giving the required notice of 2 months, in writing to the other party, without assigning any reasons thereof. The Company reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or Company.
- b) If termination is initiated by you, the Company may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.
- c) During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold or forfeit your dues.

#### **12. Rules and regulations**

You shall abide by the existing rules and regulations of the Company, or those which the Company may communicate from time to time.

#### **13. Dual employment**

The Company will exclusively employ you. You will not accept directly or indirectly any part time or full time job or transact any business of any kind during your employment with the Company.

#### **14. Post-employment verification**

Your employment will be subject to a background check, which will be conducted by any agency, firm or establishment, whose services are contracted by the Company. The process will include authentication of any information provided by you, related to past and present data, such as reference details, previous employment details, educational credentials, criminal record and so on. If any information provided by you to the Company proves to be false or if you are found to have wilfully withheld any information, you may be discharged from the services of the company, without any notice or compensation.

#### **15. Experience Certificate**

The Company will issue Experience Certificate to the candidate only after the completion of one year service for the Company.



## 16. Submission of Documents

Please the following table for documents to be submitted at time of joining.

<b>Educational Qualifications as furnished in your Curriculum Vitae</b>		
<b>Particulars</b>	<b>Relevant or supporting document</b>	<b>Number of photocopies along with Original</b>
Tenth or Matriculation	Pass certificate from the concerned Board of Exam OR Complied mark sheet.	1
Tenth, Pre-Degree or Diploma	Pass certificate from the concerned Board of Exam OR Complied mark sheet.	1
Graduation/Post Graduation	Degree Certificate from the University OR Complied mark sheet.	1
<b>Personal Information</b>		
ID Proof	One of the following, Aadhar Card, Election ID Card, Licence, or Passport.	1

NB: - You will not be permitted to join the firm without sufficient number of photocopies of the credentials along with the originals and photographs as mentioned in below table

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the company's record.

Thanking You

For **AMZSYS CONSULTANCY SERVICES PVT LTD**

**DIRECTOR**  
**Amzsys Consultancy**  
**Services Pvt. Ltd.**

**Abin C I,**  
**Director - HR & Operations.**

I hereby accept the terms and conditions of employment set forth above.

Name:

Date:

24 October , 2017

Mr.Arjun A Nair,  
Poonoth House, Madakkathanam P.O,  
Achanakavala, Vazhakulam,  
Ernakulam, Kerala-686670.

Dear Mr.Arjun A Nair,

**Sub: Offer letter for the post of – Sales Officer Trainee**

With reference to your application and the subsequent interview held, we have pleasure in making an offer of appointment to you as ' **Sales Officer Trainee** ' in **ESAF SFB**.

You will be paid an annual CTC of Rs. 2 lakhs and a detailed structure of the same will be given later. This offer takes effect from your date of joining.

You will be on training for a period of six months; followed by a six month probation. Your confirmation will be based on your performance.

You shall be eligible for TA/DA as applicable to your cadre for official purposes.

You will be governed by all rules, regulations and benefits laid down by the **ESAF SFB** from time to time as applicable to your cadre.

You are requested to produce the following documents at the time of joining.

Passport size photograph – 3 Nos

Attested copy of ID proof/address proof along with originals

Attested copies of testimonials in proof of your age, qualification, experience etc. along with originals.

Relieving order in original from the previous employer.

Please sign and return the duplicate of this letter as a token of your acceptance of this offer of appointment.

We look forward to your valuable contribution towards taking **ESAF SFB** to greater heights.

Yours sincerely



George Thomas  
Executive Vice President

To: Mr.Arjun A Nair, Poonoth House, Madakkathanam P.O, Achanakavala, Vazhakulam,  
Ernakulam, Kerala-686670.

.cc:to: Head-HR/Finance/Personnel file.

**ESAF SMALL FINANCE BANK LIMITED**

CIN: U65990KL2016PLC045669

Corporate Office: ESAF Centre, Mannuthy P.O, Thrissur, Kerala 680 651, India. Ph: +91 487 2373813

Registered Office: Hepzibah Complex, Mannuthy P.O, Thrissur, Kerala 680 651 Email: customercare@esafbank.com [www.esafbank.com](http://www.esafbank.com)



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20173766577/Pune**  
**Date: 07/03/2017**

Mr. Deepak Aloysius  
Neerolickal House, Old M.C Road, Muvattupuzha,  
130 Junction,  
Muvattupuzha-686661,  
Kerala.  
Tel# 485-2830170

Dear Deepak Aloysius,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20173766577**

**TATA CONSULTANCY SERVICES**  
**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India  
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 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. Conveyance Allowance**

You will be eligible for a conveyance allowance of ₹800/- per month.

#### **3. 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.

#### **4. Sundry Medical Reimbursement**

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

## 6. 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.

## 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**

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements / exigencies from time to time.

#### **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 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

## **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 2 years 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 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**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**

<b>Name</b>	<b>Deepak Aloysius</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Mahatma Gandhi University</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	852	10,224
Gratuity	341	4,098
Total of Annual Components & Retirals	1,194	22,222
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,89,402</b>

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

\*\*\* 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Conveyance Allowance	800	9,600
Leave Travel Assistance	592	7,100
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	100	1,200
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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/DT20173768720/Pune**  
**Date: 07/03/2017**

Ms. Sooryamol Ps  
PulprakkudiyilKalampoor,  
Kalampoor,  
Muvattupuzha-686673,  
Kerala.  
Tel# -

Dear Sooryamol Ps,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20173768720**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: [www.tcs.com](http://www.tcs.com)

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

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



## **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. Conveyance Allowance**

You will be eligible for a conveyance allowance of ₹800/- per month.

#### **3. 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.

#### **4. Sundry Medical Reimbursement**

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

## 6. 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.

## 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**

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements / exigencies from time to time.

#### **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 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

## **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 2 years 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 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**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**

<b>Name</b>	<b>Sooryamol Ps</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Mahatma Gandhi University</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	852	10,224
Gratuity	341	4,098
Total of Annual Components & Retirals	1,194	22,222
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,89,402</b>

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

\*\*\* 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Conveyance Allowance	800	9,600
Leave Travel Assistance	592	7,100
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	100	1,200
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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.

IHTPL/HR/DEV/097

16<sup>th</sup> March 2017

Dear Mr. Gerin George,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **"Software Engineer"** with **Ihits Technologies Pvt Ltd** ("the company" hereafter) with effect from **16<sup>th</sup> March 2017**

- 1 **Assignment** – Your assignment will be that of a **"Software Engineer"** with the **Development Team** and you will be based at **Cochin, India**. The Company may however re-assign and/ or transfer you to any position and you are liable to be posted in any division within the Ihits Technologies or its channel partners at the Company's discretion.
- 4 **Salary** – You would be entitled to an Annual Cost to Company (CTC) of INR 90000 (Indian Rupees Ninety Thousand only) which would be paid in equal monthly installments. The Company may in its discretion, review, adjust, restructure, as appropriate the salary payable to you through prior intimation. You shall also be reimbursed by the company for all travel expenses borne by you during the course of employment subject to furnishing of satisfactory proof.
- 3 **Probation** – You will be on Probation for the first 6 months and will be confirmed subject to satisfactory performance.
- 4 **Bond** – You are needed to serve the Company, for the term of Three Years from the date of Joining and you shall not resign till the end of this contract period. Failing to which you will need to refund the company an amount equivalent to your last 6 months' salary.
- 5 **Separation for Convenience:** The Company has the discretion to dispense with your services without any notice and without assigning any reasons. The 30 days' notice period can be waived, in which case, the company shall compensate you by paying one month salary.  
In case you want to terminate the services on your own reasons and served notice of termination, you are duty bound to stay back in the services till such time the company find an alternative person in your capacity. You can leave the company on your own reasons by giving **3 months' notice** in the absence of which, an amount equivalent to three months' salary shall be forfeited/recovered from your final settlement amount or to be paid to the company. No dues or leave in lieu of the notice period will be paid/ allowed, if you are



**Offer Letter**

Importance- Private and Confidential.

Ref: TR/OL/HR/0148

Date: 22<sup>nd</sup> December, 2016

Place: Cochin

To,

**Jithin Joy**  
**Moovelil (H)**  
**Kalthotty P.O.**  
**Labbakkada**  
**Idukki-685507**

**Subject: Letter of Offer with HR Policies**

Dear Jithin,

As a result of your Personal and Technical interviews, we take great pleasure in offering you the position of Software Developer Trainee (SDT) with us here at Tecrizon Labs Pvt Ltd, Cochin, where we hope you will enjoy your role and make a significant contribution to the success of the business.

This letter embodies all of the terms of our offer of employment to you.

Your appointment will be based on the following model

**Phase 1- Probationary / Training Period- Duration – 6 Months\*\*. (0-6 Months)**

The statutory Six Months Probationary Period will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent, in performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage.

**Conditions/ Duties and responsibilities.**

1. Training will be given in accordance with current technologies used for the development of Software/ Web applications/Mobile applications.
2. The method of training will be “On the Job Training”
3. As a Software Developer Trainee(SDT), you will be responsible for the Team Leader.
4. You will report to the HR Manager in case of issues related to HR.
5. You will receive assignments from the team leader related to projects in which you are supposed to deliver the results at minimum time.
6. You will work at our facility located at Ground Floor, Vismaya Building, Infopark, Kakkanad, Cochin, Kerala, India-682040
7. The Company may change your responsibilities, duties and your work location from time to time at its discretion.
8. A salary of INR 6,000.00 (Six Thousand Indian Rupees) will be awarded to you on the 5<sup>th</sup> day of each month credited into your bank account during the training period.

**Phase 2- (06-12 Months)**

1. In the second phase of your employment, your salary will be INR 10,000 if your performance is satisfactory in Phase 1.
2. You will be working independently or in a team for the accomplishment of the given task.

**Phase 3 (12+ Months)**

1. After the successful completion of 12 Months in the organization, employee skill level shall be evaluated based on the performance in Phase 2.

2. Employee shall be categorized into three slabs as per the performance in Phase 2 as following
  - (a) Average
  - (b) Good
  - (c) Best
3. If the employee comes under "Average" Category, an amount of INR 12,000/- (Twelve Thousand Indian Rupee) shall be provided and If He/She Comes under " Good" Category an amount of INR 15,000/- (Fifteen Thousand Indian Rupee) shall be provided and If He/She comes under "Best" Category an amount of INR 20,000/- (Twenty Thousand Indian Rupee) shall be provided.

## **General HR Policies**

### **Hours of Work & Work Culture**

1. Tecrizon has a work culture which is based on doing smart work rather than doing hard work. We focus on delivering quality work at minimum time.
2. The work must be result oriented, Hence, the final result will be given more importance
3. It is mandatory for every employee to work 8 Hours a day.
4. Work timings are between 8:30 to 5:30.
5. Morning Timing is flexible upto 9:30am in which the balance hours should be adjusted in the evening.
6. If eight hours is not satisfied in a day, shall result to be considered half day leave.
7. Work schedule is settled from Monday to Friday.
8. Total Break Timings are 1 Hours a Day. (Total 8 Hours +1 Break Hour = Total 9 Hours, average to be maintained)
9. All staff must wear company ID tags upon arrival in the office and Infopark areas.

10. You will be required to work additional hours or after hours when necessary to perform your duties and responsibilities.

11. There will be a notice period of 30 days

### **Privacy**

1. You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

### **Termination**

- The company may terminate your employment at any time giving 30 days' notice of termination or without prior notice in case of any serious misconduct.
- The company may terminate your employment at any time without notice if:
  1. You are found guilty of any serious misconduct (defined as a breach of any employment related law or policies published by the company from time to time)
  2. If you are in material breach of a provision of this contract, including confidentiality undertakings
  3. A court finds you guilty of a criminal offense.
- Following termination of your employment you will be required to return all company property. Also following termination of your employment you must not record confidential information in any form.
- It is the duty of the employee to transfer all knowledge acquired during the tenure of employment properly to the company or its assigned representative(s)

## **Confidentiality of Information**

1. During your employment you may become aware of information relating to the business of the Company, including but not limited to client lists, trade secrets, client details and pricing structures.
2. Confidential information remains the sole property of Tecrizon Labs Pvt. Ltd. You shall not, either during or after your employment, without the prior consent of the Company, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

## **Dress Code**

### **Appropriate Dressing - Male**

- i. Full sleeves light colored shirt, tie, black shoes and dark socks
- ii. Formal / casual trousers
- iii. Formal shoes
- iv. Dhoti, Jubba for ethnic day

### **Inappropriate Dressing - Male**

- i. T-Shirts without Collar / Round neck T-Shirts With Casual Images / Motifs
- ii. Oversized/ unshapely shirts/T-shirts
- iii. Kurta-Pyjama/Short Kurtas/Shorts
- iv. Worn Out/ Torn jeans /Sandblasted Jeans/Jeans with flashy patterns/ Patches
- v. Casual home wear slippers / Floaters/Flip flops
- vi. Bright and Flowery shirts with casual images/ motifs

### **Appropriate Dressing - Female**

- i. Saris / Salwar Kameez
- i. Shirts

- ii. Trousers
- iii. Skirts Formal shoes / sandals /

## **Inappropriate Dressing - Female**

- i. Slippers (Hawaii) /Casual home wear slippers / Floaters/ Flip flops
- ii. Clothes that are inappropriate/ revealing
- iii. Shorts
- iv. Worn Out Jeans / Sandblasted Jeans / Jeans with Flashy Patterns / Patches
- v. Wrap-Around Skirts / Gathered Skirts
- vi. Track pants
- vii. Bright and flowery shirts with casual images/ motifs

### **Tips for a Professional look:**

- i. Ensure that you look well-groomed, clean, polished and smart
- ii. Wear the right colors that blend in - avoid colors that are too bright / gaudy
- iii. Differentiate between clothes to work and clothes elsewhere
- iv. Make sure that your dress does not hinder your working style
- v. Know the kind of work of workplace you are in and dress to feel confident and comfortable

## **Leave Policies**

All leave requests must be made by e-mail to HR department head and the same shall be processed after considering with the Team leader/Project manager and communicated to you by email only. A centralized leave record will be maintained by HR. All applications for leave, with due recommendation, will be forwarded to HR for approval and for maintaining individual leave records

<b>Casual Leave</b>	<b>9</b>	After Probation only.
<b>Sick Leave</b>	<b>5</b>	Including Probation Period.
<b>Total Leaves</b>	<b>14</b>	In one Year

## **Casual Leave**

- All employees will be eligible to a total of 9 Casual leaves per calendar year.
- Casual leaves will lapse at the end of financial year if not availed, CL can't be carried forwarded.
- Casual Leaves can't be taken more than 2 continuous days and should inform the management prior to one day through email to HR, Copy to the Project officer in charge.
- Employee on projects should schedule casual leaves with the approval of the project in charge.
- Casual leaves can't be availed during probation/training period; the same will be credited to your leave balance on successful completion of probation/training period.
- Casual Leaves Can't be clubbed with Public Holidays as per the holiday list in the year send by HR

## **Sick Leave**

- Sick Leave can be availed anytime during the calendar year in the event of self-medical emergencies
- All employees are eligible to take sick leave from the day of joining organization.
- Employee should inform Project officer & HR on sick leave through Phone, e-mail or SMS
- Employee should submit medical certificate from a recognized doctor in order to avail sick leave.
- Employee should apply sick leave request online when he/she returns to the office after sick leave.

## **Loss of pay Leave (LOP)**

Tecrizon Labs Pvt. Ltd, Ground Floor, Vismaya, Infopark, Kochi, India- 682 042.

☎ +91484 4030025    ✉ info@tecrizon.com    🌐 www.tecrizon.com

- Leave without pay will be given to an employee only in exceptional circumstances which could include personal reasons such as sickness in the immediate family, death or other Personnel exigencies.
- There is no entitlement for leave without pay. Permission will depend on the reason, period and organizational needs at that time
- A centralized leave record will be maintained by HR. All applications for leave, with due recommendation, will be forwarded to HR for approval and for maintaining individual leave records

## Holidays

- All employees are eligible for paid holidays in a calendar year.
- Paid holidays are selected on the basis of National holidays / local festivals celebrated
- Holidays will be availed as per the holiday calendar sent by the HR





## Amendments

The company Tecrizon Labs Pvt Ltd, at its discretion, may alter, replace, or annul any of the above according to the circumstances.

Hence Jithin Joy, we would like to take this opportunity to welcome you to Tecrizon Labs and wish you a long and rewarding career with us.

Yours sincerely,

Ali Shahbas Kalathiparambil Ummer

Head- Business Operations, Tecrizon Labs Private Limited

---

I, Jithin Joy, accept the terms and conditions of this contract.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

<p>For Tecrizon Labs Private Limited</p>          <p>Signature : _____</p> <p>Ali Shahbas Kalathiparambil Ummer</p> <p>Head- Business Operations</p>	<p>Employee:</p>          <p>Signature:</p> <p>Name:</p> <p>Date:</p>
--	---

# WRENCH

Ref No: WS/APPTLET/ 16/06/01

14 June 2016

To,  
Chippy Anil  
Ponthamkuzhiyil House  
Ayavana  
Muvattupuzha.

*Dear Chippy Anil,*

**Sub: Offer for Internship**

This has reference to your application and subsequent discussions you had with us, we are pleased to inform you that it has been decided to offer you training on our suite of products, with effect from **20 June 2016** in our Company on the following terms and conditions.

1. You will be on Training for **three months**. We will be providing training sessions from product experts on product development.
2. You shall not be entitled to receive any compensation (salaries or any other benefits) during the training period.
3. You are required not to divulge, communicate or pass on any information in any form related to any aspect of the company to anyone not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in this letter or in any other letters.
4. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
5. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
6. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account

# WRENCH

of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

7. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
9. Please bring along one copy of the following documents while you report for joining:
  - Certificates of previous employment
  - Certificates of all important educational qualification
  - Passport Copy
  - Proof of Age
  - Photo ID proof
  - Photographs (3 passport size, 1 stamp size)

*We welcome you to WRENCH family and look forward to a fruitful collaboration.*

Yours Sincerely,

**For WRENCH Solutions (P) Ltd**

**(HR Department)**

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

**Acknowledgement and Acceptance:**

I, \_\_\_\_\_, have received this letter and understood the details given therein and confirm my acceptance of the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_



Ref No: WS/APPTLET/16/06/02

14 June 2016

To,  
Jefry Joseph John  
Thachammaniyattu(H)  
Meenakunnam P O  
Muvattupuzha-686672

Dear Jefry Joseph John,

**Sub: Offer Letter**

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of “**Junior Software Testing Engineer**” in our company on the following terms & conditions.

1. You will be responsible for the “Software Testing” function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidated salary of INR. 16,000/- (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During your probation your designation will be ‘**Trainee-Software Testing**’ and you will be paid a training stipend of INR. 10,000 (Rupees Ten Thousand only) per month.
3. You will be given necessary training to well execute your duties, which may include technical training also. On completion of technical training, you are required to succeed in relevant examinations. In case you fail to do so, your services will be considered unavailable to the organization.
4. You will be under a probation period for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.

# WRENCH

5. During the probation period /tenure the service can be terminated without notice if the performance is found unsatisfactory / performance is not improved even after giving feedback and guidance.
6. In the event of your resignation or termination of services during training/probation period, either side will have to give 15 days notice or 15 days basic salary in lieu of notice. After confirmation either side will have to give one months' notice.
7. On your separation before notice period it would be at the discretion of the company to relive you by issuing the necessary certificates and settle the due salary\ incentive or any other payable amount.
8. On your separation for any reason, you will immediately return to the Company (before you are relieved) all correspondence, specifications, passwords, formulae, books, documents, cost data, market data, literature, drawings, effects or records etc., or any company property given to you as "perquisites" belonging to the Company or relating to its business and shall not make or retain any copies of these items.
9. The company will expect you to work with high standards of initiative, efficiency and economy.
10. During your employment with the company, you will be liable to be transferred to any of the offices/divisions/departments/manufacturing units of the company or its subsidiaries whether existing or to be set up whether in the same town or any other town/city or anywhere in India or abroad on the same terms and conditions of the employment at the sole discretion of the management.
11. You will be required to undertake travel on Company work and you will be paid travel expenses for this as per the Company rules.
12. During your employment with the company, you will be governed by the service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company's policies and rules regarding Misconduct, and Indiscipline or/and other matters in force or as introduced or amended from time to time.

# WRENCH

13. You will abide by all the provisions of law that are applicable or will be made applicable to the employees of the Company.
14. You are required not to divulge, communicate or pass on any information in any form related to any aspect of the company to anyone not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in this letter or in any other letters.
15. You are required to strictly maintain the secrecy of and not to divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for suitable disciplinary action.
16. If you conceive or develop any new or advanced methods of improving processes / formulae / systems in relation to the operation of the Company, such developments will have to be fully communicated to the Company and will be and will remain the sole right / property of the Company.
17. You are required to deal with company's money, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with the company's money or material or documents or of theft or of misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions mentioned in this letter or in any other letters.
18. The retirement age will be 58 years. For this purpose, the date of birth mentioned by you in the joining records of the Company at the time of your joining will be taken as the proof to determine your age.
19. You have been engaged on the presumption that the particulars furnished by you in your application/resume are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your

# WRENCH

employment with the company shall stand terminated/cancelled without any notice.

20. If during the period of your service, the Management comes to the conclusion that you have committed any misconduct; the Management may dismiss you from services as per service rules/standing orders of the company.
21. You are required to maintain yourself in a state of medical/physical/mental fitness. Any neglect on your part in this regard may render you medically unfit during service, which in turn would render your services liable for termination with immediate effect, notwithstanding anything mentioned in this letter or in any other letters.
22. You are required not to engage yourself in any other gainful or commercial employment, business, part-time or full-time, directly or indirectly in any other profitable business connected with the dealings or activities of the company in any way. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this letter or in any other letters.
23. Any absence for a continuous period of eight days (including your over-staying the period of leave by eight days) would automatically make you lose your lien on the service, and your services shall automatically stand terminated without any notice or any compensation in lieu of such notice.
24. The address indicated in your application form will be treated as the correct address for sending communication and unless changed by written intimation by you, any communication addressed to you at the above address shall be deemed to have been correctly served.
25. You will be provided with personalized email address and access to Internet as per company rules. This should be used only for official purposes. Disciplinary action can be taken if found to use them for personal or unofficial purposes.
26. If any question on any terms / conditions of your appointment /employment arises, the Company's decision shall be final and binding on you.



# WRENCH

27. If any dispute and / or difference arises out of or in connection with the terms and conditions mentioned herein or that may be laid down from time-to-time; it shall be subject to the exclusive jurisdiction of the appropriate court in the city of Bangalore.
28. As per the terms of employment, when accepting this offer you also agree to remain employed with us for a period of 2 years, starting from the date of your confirmation. In case your services become unavailable to us during this period, you shall be liable and responsible to indemnify the company an amount equal to Rs. 50,000/-. Your liability and responsibility will remain regardless of how your services became unavailable to us.
29. Please bring along the originals and one copy of the following documents when you report for joining.
- Certificates of all important examinations passed.
  - Proof of Age and ID proof
  - One passport Size photograph and one stamp size photograph.

You are advised to go through the contents of this appointment letter before signing the duplicate copy.

Wishing you all the best and welcoming you to share our organizational vision.

**“To Deliver Maximum value to our customers with World-Class quality solutions that enables them to work as efficiently as technology allows them”**

Yours Sincerely,  
For Wrench Solutions (P) Ltd

**Aju Peter**  
Director

# WRENCH

## Annexure 1

The list of activities given below will help you in understanding your ROLE. Depending on the situation, there may be addition/deletion/change in these activities.

All these responsibilities are pertaining to our product testing cycle and are exclusively your responsibilities, apart from the other general responsibilities as mentioned in the above offer letter.

1. Product test cases
  - a. Study new requirements
  - b. Analyze the impact on existing functionality
  - c. Maintain optimum number of test cases to test the feature appropriately.
2. Test Planning
  - a. Create and maintain test plans for different test cycles.
  - b. Monitor and maintain testing schedules.
3. Effort estimation
  - a. Estimation of efforts for each test cycle
  - b. Team sizing
4. Testing
  - a. Conduct testing of the product as per schedules.
  - b. Prepare “Software Quality Index”
  - c. Maintain bug reports and build release notes.

## Annexure 2

	<b>Name</b>	<b>Jeffry Joseph John</b>		
	<b>Title</b>	<b>Junior Software Testing Engineer</b>		
	<b>DOJ</b>	<b>20 June 2016</b>		
		<b>Annual</b>	<b>Monthly</b>	<b>Description</b>
	<b>Gross Salary</b>	192000	16000	
	Basic	57600	4800	
	DA	48000	4000	
	HRA	18000	1500	
	Conveyance Allowance	16800	1400	
	Medical Allowance	15600	1300	
	Attire Allowance	12000	1000	
	R&D Allowance	12000	1000	
	Children Education Allowance	6000	500	
	Special Allowance	6000	500	
<b>A</b>	<b>Total A</b>	<b>192000</b>	<b>16000</b>	
	<b>Deductions</b>			
	Provident Fund	15276	1273	
	Professional Tax	2508	126	
	Labour Welfare Fund	240	20	
<b>B</b>	<b>Total B</b>	<b>18024</b>	<b>1419</b>	
<b>C</b>	<b>Net Salary</b>	<b>173976</b>	<b>14581</b>	<b>A- B</b>
<b>D</b>	<b>Perquisites</b>			
	Medical Insurance	3000	250	
	<b>CTC</b>	<b>195000</b>	<b>16250</b>	<b>A+ D</b>

### Acknowledgement and Acceptance:

I, \_\_\_\_\_, have received this letter and understood the details given therein and confirm my acceptance of the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_



Ref No: WS/APPTLET/16/06/03

14 June 2016

To,  
Nithin Baby  
Alattukandathil (H)  
Elanji P. O  
Elanji-686665

Dear Nithin Baby,

**Sub: Offer Letter**

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of “**Junior Software Engineer**” in our company on the following terms & conditions.

1. You will be responsible for the “Development” function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidated salary of INR. 16,000/- (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During your probation your designation will be “**Trainee-Software Development**” and you will be paid a training stipend of INR. 10,000 (Rupees Ten Thousand only) per month.
3. You will be given necessary training to well execute your duties, which may include technical training also. On completion of technical training, you are required to succeed in relevant examinations. In case you fail to do so, your services will be considered unavailable to the organization.
4. You will be under a probation period for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.

# WRENCH

5. During the probation period /tenure the service can be terminated without notice if the performance is found unsatisfactory / performance is not improved even after giving feedback and guidance.
6. In the event of your resignation or termination of services during training/probation period, either side will have to give 15 days' notice or 15 days basic salary in lieu of notice. After confirmation either side will have to give one months' notice.
7. On your separation before notice period it would be at the discretion of the company to relive you by issuing the necessary certificates and settle the due salary\ incentive or any other payable amount.
8. On your separation for any reason, you will immediately return to the Company (before you are relieved) all correspondence, specifications, passwords, formulae, books, documents, cost data, market data, literature, drawings, effects or records etc., or any company property given to you as "perquisites" belonging to the Company or relating to its business and shall not make or retain any copies of these items.
9. The company will expect you to work with high standards of initiative, efficiency and economy.
10. During your employment with the company, you will be liable to be transferred to any of the offices/divisions/departments/manufacturing units of the company or its subsidiaries whether existing or to be set up whether in the same town or any other town/city or anywhere in India or abroad on the same terms and conditions of the employment at the sole discretion of the management.
11. You will be required to undertake travel on Company work and you will be paid travel expenses for this as per the Company rules.
12. During your employment with the company, you will be governed by the service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company's policies and rules regarding Misconduct, and Indiscipline or/and other matters in force or as introduced or amended from time to time.

# WRENCH

13. You will abide by all the provisions of law that are applicable or will be made applicable to the employees of the Company.
14. You are required not to divulge, communicate or pass on any information in any form related to any aspect of the company to anyone not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in this letter or in any other letters.
15. You are required to strictly maintain the secrecy of and not to divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for suitable disciplinary action.
16. If you conceive or develop any new or advanced methods of improving processes / formulae / systems in relation to the operation of the Company, such developments will have to be fully communicated to the Company and will be and will remain the sole right / property of the Company.
17. You are required to deal with company's money, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with the company's money or material or documents or of theft or of misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions mentioned in this letter or in any other letters.
18. The retirement age will be 58 years. For this purpose, the date of birth mentioned by you in the joining records of the Company at the time of your joining will be taken as the proof to determine your age.
19. You have been engaged on the presumption that the particulars furnished by you in your application/resume are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your employment with the company shall stand terminated/cancelled without any notice.
20. If during the period of your service, the Management comes to the conclusion that you have committed any misconduct; the Management may dismiss you from services as per service rules/standing orders of the company.

# WRENCH

21. You are required to maintain yourself in a state of medical/physical/mental fitness. Any neglect on your part in this regard may render you medically unfit during service, which in turn would render your services liable for termination with immediate effect, notwithstanding anything mentioned in this letter or in any other letters.
22. You are required not to engage yourself in any other gainful or commercial employment, business, part-time or full-time, directly or indirectly in any other profitable business connected with the dealings or activities of the company in any way. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this letter or in any other letters.
23. Any absence for a continuous period of eight days (including your over-staying the period of leave by eight days) would automatically make you lose your lien on the service, and your services shall automatically stand terminated without any notice or any compensation in lieu of such notice.
24. The address indicated in your application form will be treated as the correct address for sending communication and unless changed by written intimation by you, any communication addressed to you at the above address shall be deemed to have been correctly served.
25. You will be provided with personalized email address and access to Internet as per company rules. This should be used only for official purposes. Disciplinary action can be taken if found to use them for personal or unofficial purposes.
26. If any question on any terms / conditions of your appointment /employment arises, the Company's decision shall be final and binding on you.
27. If any dispute and / or difference arises out of or in connection with the terms and conditions mentioned herein or that may be laid down from time-to-time; it shall be subject to the exclusive jurisdiction of the appropriate court in the city of Bangalore.

# WRENCH

28. As per the terms of employment, when accepting this offer you also agree to remain employed with us for a period of 2 years, starting from the date of your confirmation. In case your services become unavailable to us during this period, you shall be liable and responsible to indemnify the company an amount equal to Rs. 50,000/-. Your liability and responsibility will remain regardless of how your services became unavailable to us.

29. Please bring along the originals and one copy of the following documents when you report for joining.

- Certificates of all important examinations passed.
- Proof of Age and ID proof
- One passport Size photograph and one stamp size photograph.

You are advised to go through the contents of this appointment letter before signing the duplicate copy.

Wishing you all the best and welcoming you to share our organizational vision.

**“To Deliver Maximum value to our customers with World-Class quality solutions that enables them to work as efficiently as technology allows them”**

Yours Sincerely,

**For Wrench Solutions (P) Ltd**

**Aju Peter**

**Director**



# WRENCH

## Annexure 1

The list of activities given below will help you in understanding your ROLE. Depending on the situation, there may be addition/deletion/change in these activities.

You are basically expected to create a conducive environment during software development by interacting with the members of the software development team, Project manager, customization \ implementation team and even with customers.

- Study and follow the process defined or adopted by the company for software development process.
- Execute software development as described in the design document, adhering to the organization standards.
- Interact with customer or travel to the customer site to impart training or for on-site development, if schedule calls for it.
- Interact with Project leader, project manager and implementation engineer for design improvements.
- Prepare test plans as per specification and test the software as per test plan.
- Complete the development within the time schedule with the highest quality.
- Solve the problems at site in case of bugs reported by implementation engineer or by customer.
- Travel to different site
- Get the project completed in the shortest possible time and acceptance from customer if involved in customization.
- Help in preparing the technical specification of the new releases of the product.

## Annexure 2

Name	Nithin Baby		
Title	Junior Software Engineer		
DOJ	20 June 2016		
	Annual	Monthly	Description
<b>Gross Salary</b>	192000	16000	
Basic	57600	4800	
DA	48000	4000	
HRA	18000	1500	
Conveyance Allowance	16800	1400	
Medical Allowance	15600	1300	
Attire Allowance	12000	1000	
R&D Allowance	12000	1000	
Children Education Allowance	6000	500	
Special Allowance	6000	500	
<b>A</b>	<b>Total A</b>	<b>192000</b>	<b>16000</b>
<b>Deductions</b>			
	Provident Fund	15276	1273
	Professional Tax	2508	126
	Labour Welfare Fund	240	20
<b>B</b>	<b>Total B</b>	<b>18024</b>	<b>1419</b>
<b>C</b>	<b>Net Salary</b>	<b>173976</b>	<b>14581</b>
			A- B
<b>D</b>	<b>Perquisites</b>		
	Medical Insurance	3000	250
	<b>CTC</b>	<b>195000</b>	<b>16250</b>
			A+ D

### Acknowledgement and Acceptance:

I, \_\_\_\_\_, have received this letter and understood the details given therein and confirm my acceptance of the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

To,  
Bijo Baby  
Nelikunnel (H)  
Vadakodu P O  
Vazhakulam

*Dear Bijo Baby,*

**Sub: Offer Letter**

Congratulations! Further to your application for employment with us, and subsequent discussion, we are delighted to offer you the post of “**Software Engineer**” in our company on the following terms & conditions.

1. You will be responsible for the “Development” function in the company. A list of activities to be handled by you is mentioned in Annexure 1.
2. You will be given a consolidate salary of INR 16,000 (Rupees Sixteen Thousand Only) per month on successful completion of your probation period of three months. During the probation period you will be given a training stipend of INR 10,000 (Rupees Ten Thousand Only) per month.
3. You will be under probation for a period of 3 months. Upon satisfactory completion of probation, you will be confirmed in the regular service of the company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. The probation period can be reduced or extended based on your performance at the discretion of the company.
4. In the event of your resignation or termination of services during training/probation period, either side will have to give 15 days notice or 15 days basic salary in lieu of notice. After confirmation either side will have to give one months notice.
5. On your separation before notice period it would be at the discretion of the company to relive you by issuing the necessary certificates and settle the due salary\ incentive or any other payable amount.

# WRENCH

6. On your separation for any reason, you will immediately return to the Company (before you are relieved) all correspondence, specifications, passwords, formulae, books, documents, cost data, market data, literature, drawings, effects or records etc., or any company property given to you as "perquisites" belonging to the Company or relating to its business and shall not make or retain any copies of these items.
7. The company will expect you to work with high standards of initiative, efficiency and economy.
8. During your employment with the company, you will be liable to be transferred to any of the offices/divisions/departments/manufacturing units of the company or its subsidiaries whether existing or to be set up whether in the same town or any other town/city or anywhere in India or abroad on the same terms and conditions of the employment at the sole discretion of the management.
9. You will be required to undertake travel on Company work and you will be paid travel expenses for this as per the Company rules.
10. During your employment with the company, you will be governed by the service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company's policies and rules regarding Misconduct, and Indiscipline or/and other matters in force or as introduced or amended from time to time.
11. You will abide by all the provisions of law that are applicable or will be made applicable to the employees of the Company.
12. You are required not to divulge, communicate or pass on any information in any form related to any aspect of the company to anyone not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in this letter or in any other letters.
13. You are required to strictly maintain the secrecy of and not to divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Any such disclosure is a serious case of indiscipline and would render you liable for suitable disciplinary action.

# WRENCH

14. If you conceive or develop any new or advanced methods of improving processes / formulae / systems in relation to the operation of the Company, such developments will have to be fully communicated to the Company and will be and will remain the sole right / property of the Company.
15. You are required to deal with company's money, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with the company's money or material or documents or of theft or of misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding other terms and conditions mentioned in this letter or in any other letters.
16. The retirement age will be 58 years. For this purpose, the date of birth mentioned by you in the joining records of the Company at the time of your joining, will be taken as the proof to determine your age.
17. You have been engaged on the presumption that the particulars furnished by you in your application/resume are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your employment with the company shall stand terminated/cancelled without any notice.
18. If during the period of your service, the Management comes to the conclusion that you have committed any misconduct; the Management may dismiss you from services as per service rules/standing orders of the company.
19. You are required to maintain yourself in a state of medical/physical/mental fitness. Any neglect on your part in this regard may render you medically unfit during service, which in turn would render your services liable for termination with immediate effect, notwithstanding anything mentioned in this letter or in any other letters.
20. You are required not to engage yourself in any other gainful or commercial employment, business, part-time or full-time, directly or indirectly in any other profitable business connected with the dealings or activities of the company in any way. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this letter or in any other letters.

# WRENCH

21. Any absence for a continuous period of eight days (including your over-staying the period of leave by eight days) would automatically make you lose your lien on the service, and your services shall automatically stand terminated without any notice or any compensation in lieu of such notice.
22. The address indicated in your application form will be treated as the correct address for sending communication and unless changed by written intimation by you, any communication addressed to you at the above address shall be deemed to have been correctly served.
23. You will be provided with personalized email address and access to Internet as per company rules. This should be used only for official purposes. Disciplinary action can be taken if found to use them for personal or unofficial purposes.
24. If any question on any terms / conditions of your appointment /employment arises, the Company's decision shall be final and binding on you.
25. If any dispute and / or difference arises out of or in connection with the terms and conditions mentioned herein or that may be laid down from time-to-time; it shall be subject to the exclusive jurisdiction of the appropriate court in the city of Bangalore.
26. Please bring along the originals and one copy of the following documents when you report for joining.
  - Original and Copies all educational certificates
  - Previous Experience Letter and Reliving Letter (if any)
  - Proof of date of birth
  - Proof of Age and ID proof
  - Two passport size photograph and 1 stamp size photograph
  - Copy of
    - Aadhar Card
    - Pan Card
    - Passport / Election ID /Driving License
    - Canceled Cheque leaf or front page of Savings pass book of SBI / HDFC Bank\*

# WRENCH

You are advised to go through the contents of this appointment letter before signing the duplicate copy.

Wishing you all the best and welcoming you to share our organizational vision.

**“To Deliver Maximum value to our customers with World-Class quality solutions that enables them to work as efficiently as technology allows them”**

Yours Sincerely,  
For WRENCH Solutions (P) Ltd

**Aju Peter**  
Director

## Annexure 1

The list of activities given below will help you in understanding your ROLE. Depending on the situation, there may be addition/deletion/change in these activities.

You are basically expected to create a conducive environment during software development by interacting with the members of the software development team, Project manager, customization \ implementation team and even with customers.

- Study and follow the process defined or adopted by the company for software development process.
- Execute software development as described in the design document, adhering to the organization standards.
- Interact with customer or travel to the customer site to impart training or for on-site development, if schedule calls for it.
- Interact with Project leader, project manager and implementation engineer for design improvements.
- Prepare test plans as per specification and test the software as per test plan.
- Complete the development within the time schedule with the highest quality.
- Solve the problems at site in case of bugs reported by implementation engineer or by customer.
- Travel to different site
- Get the project completed in the shortest possible time and acceptance from customer if involved in customization.
- Help in preparing the technical specification of the new releases of the product.



## Annexure 2

### 1. Monthly and Annual Salary

	Name	Bijo Baby		
	Title	Software Engineer		
	DOJ	03-May-17		
		Annual	Monthly	Description
	<b>Gross Salary</b>	192000	16000	
	Basic	57600	4800	
	DA	48000	4000	
	HRA	18000	1500	
	Conveyance Allowance	16800	1400	
	Medical Allowance	15600	1300	
	Attire Allowance	12000	1000	
	R&D Allowance	12000	1000	
	Children Education Allowance	6000	500	
	Special Allowance	6000	500	
A	<b>Total A</b>	192000	16000	
	<b>Deductions</b>			
	Provident Fund	20880	1740	
	Professional Tax	2508	126	
	Labour Welfare Fund	240	20	
	ESI	3360	280	
B	<b>Total B</b>	26988	2166	
C	<b>Net Salary</b>	<b>165012</b>	<b>13834</b>	A- B
D	<b>Perquisites</b>			
	Medical Insurance	3000	250	
	Provident Fund	20880	1740	
	ESI	9120	760	
	<b>Total D</b>	33000	2750	
	<b>CTC</b>	<b>225000</b>	<b>18750</b>	<b>A+ D</b>

# WRENCH

## Acknowledgement and Acceptance:

I, \_\_\_\_\_, have received this letter and understood the details given therein and confirm my acceptance of the same.

Signature \_\_\_\_\_

Date \_\_\_\_\_

15-03-2017

**To**

MINU MARIA E.S  
Elavumkudy (H)  
Koovappady P.O  
Perumbavoor  
Ernakulam-683544

**Employment Offer**

With reference to the discussions we had with you, we are pleased to appoint you as Software Test Engineer of this company under the following terms and conditions:

**1. Commencement Date**

Your date of appointment will be effective from 20<sup>th</sup> March, 2017.

It is important to both of us that during your initial period of employment your ability to perform your duties be carefully assessed. Accordingly, you have agreed that the first 90 calendar days of employment represent a probationary period, during which we may terminate your employment for any reason without notice and without the payment of any further benefits. During the 90-days probationary period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. At the end of the three months a "Notification of Completed Probationary Period" about you will be prepared by your immediate supervisor stating if you have completed the probationary period successfully. If the probation period is completed successfully, the notification will state that you are suitable for regular employment as a permanent employee. If it has not been executed successfully, necessary steps will be taken to inform you of the results and begin the termination process

**2. Salary and Benefits**

**For the first 3 months (90 Calendar Days) after your joining, you will be under probation and agreed that you will undergo training without salary in the first month of the probation period . You are not allowed to avail leave on your training period except medical and emergency.**

You will get a minimum Net Salary of Rs.8000/- per month after the training period of first one month. The Salary date will be 5<sup>th</sup> to 10<sup>th</sup> working day of every month and salary will be transferred to your bank account. Your salary will be revised as per your performance from time to time. There is one paid leave and one medical leave which are subjected to verification with medical records. Taking more than allowed leave will lead to loss of pay. The loss of pay per leave will be the wage per day calculated as per your monthly salary and

working days in that particular month. However if you had to work overtime or in Sundays, you will get compensation as per the decision by the management.

### **3. Place of work**

Your initial employment location will be at a specified working space at Kakkanad, Cochin, Kerala. However, your services are transferable to any place in the country or outside the country or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

### **4. Working Hours**

You have to work for 8 hours a day during Monday to Saturday. No duty on Sundays. Your working time will be 9 AM to 5.30 PM with 30 Minutes break for lunch. The timings can be changed based on process / program requirement as and when explained by your superiors. Coming to office too late or leaving office too early without any proper reason or without informing the superior will be taken as leave in that day with loss of pay.

### **5. Job Assignment/Reporting**

In your assignment, you will be responsible for the duties of IT Professional. In your assignment, you will be responsible for the duties of IT Professional. You will report directly to your team leader ( Presently Ms. Thajunisa P.H ,Software Test Engineer) and also to Administrator or Directors of the company .The Area which you work may be changed as per the requirement of the company. Present areas are Software Testing, Design, Planning, Scripting & execution. Interact with Product management, Project management & Development teams. Use existing tools & techniques to execute test cases, Execute & analysis automation test results. Participate in troubleshooting & triaging of issues. Support of Projects and Support to Clients etc.

### **6. Termination of Employment**

You should work in this company for one year after completing your probation of three months which starts from 20-03-2017

After completing one year you can relieve from your job strictly giving three month prior notice (By Written format with acknowledgement or Email with Acknowledgement) and working next three month taking not more than 9 leaves. The reason for relieving the company should be clearly given in relieving notice.

The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:

- a) You commit any breach of your duties and responsibilities continuously under this contract of service and fail to give satisfactory explanation to the management.
- b) You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment.
- c) You commit breach of any of the terms of clauses 8(a), 8(f), 8(g) and 8(i) of this appointment letter and fail to give satisfactory explanation to the management.

- d) Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you return to work within 3 days from the commencement of such absence and provide satisfactory explanation to the management regarding such absence.

## **7. Non-Disclosure Agreement**

During the course of your employment with us you will have access to confidential/proprietary information about this company, its clients, its developed software's, its business transactions, and all dealings with associated companies. You shall not during your course of Employment and two years after you have ceased to be in the employment of this company, disclose such confidential/proprietary information to any third party and /or any unauthorized person. All notes and memoranda pertaining to this company trade secrets and confidential/proprietary information and all software's made by or acquired by you during the course of your employment shall at all times remain the property of this company. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to company that you may have obtained during the course of your employment.

You are obliged to sign a non-disclosure agreement specific to a particular client as and when required by the company.

Prior to joining this company, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

## **8. Employment Regulations**

Whilst employed with the company:

- a) You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company;
- b) You should not use mobile phone in the working hours for your personal purpose ( Relaxation can be given by the management)
- c) Internet and Telephone should be used for company requirement only ( Relaxation can be given by the Management)
- d) You will have no objection to working extra hours in the morning and/or the evening according to the requirements of the job.
- e) You may be selected and sponsored by the Company for familiarization/training assignments with the Company's technical collaborators or any other institutions/organizations in India and/or abroad. You will diligently and beneficially take part in such assignments. The cost of such training, including the travel fare and related expenses, will be borne by the Company subject to agreements to be drawn up and signed between the Company and you. Such agreements will be specifying the minimum period you will be required to serve the Company after completing the training and providing for payment of liquidated damages by you to the Company proportionate to the time period of service remaining to be rendered, in the event

you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service.

- f) You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount;
- g) You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with this company;
- h) During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment;
- i) The Company shall verify the facts stated by you in your resume submitted during the interview process. If any of the details stated therein are found to be false, your services will be terminated immediately without any notice or any compensation.
- j) This appointment letter is governed by and shall be construed in accordance with the laws of India, and both parties to this appointment letter shall submit to the exclusive jurisdiction of the Indian Courts. This appointment letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with the company. Any amendment or modification to this appointment letter shall be made in writing and signed by both the parties.
- k) The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone;
- l) You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities;
- m) You will be required to apply and maintain highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the company.
- n) The emoluments/benefits due to you will be liable / subject to deduction of income tax in accordance with the provisions, of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.
- o) You are not allowed to disclose your salary details with your colleagues.

**9. Leaving the job without Notice**

If you leave this company without three month prior notice (By Email or written notification with acknowledgement) you will not get any experience/relieving/Conduct/Salary certificate or any other documents from the company. Also you will not have right to claim the salary after the last drawn salary if you leave without a three month prior notice.

**10. Acceptance of Employment**

You should sign and return the duplicate copy of this Offer Letter as a proof of your acceptance of Employment in this company with the terms and conditions mentioned herein. If you fail to indicate your acceptance within 3 days from the date of the appointment letter, this offer of employment will be deemed to have been withdrawn and cancelled.

All other terms and conditions will be governed by the Company’s policies as stated from time to time.

We look forward to your joining us for a long, successful and mutually beneficial association

Yours faithfully

**For CuteSys Technologies Private Limited.**

**Jinurani Sebastian**

**Administrator**

**Acceptance of Employment Offer**

I Ms.....accept this Employment offer on  
the terms and conditions contained herein and will join on .....

Signature: .....

Date:

Name: .....

Raisal K.N  
Kalathil(H),Kothamangalam PO  
Thankalam,Ernakulam

20<sup>th</sup> July 2016

Dear Raisal,

Further to our discussion, we are delighted to offer you the position of “**Trainee Android Developer**” at Flytxt Mobile Solutions Private Ltd (FMSPL).

**Responsibilities include but are not limited to:**

- Develop software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.
- Document and demonstrate solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.
- Update job knowledge by studying state-of-the-art development tools, programming techniques, and computing equipment; participating in educational opportunities

**Details of this offer are:**

- For the training period you will be paid a stipend of INR **15,000/-** per Month (Rupees **Fifteen Thousand Only**). TDS and other taxes, if any applicable will be deducted from the said amount.
- On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you a permanent employment.
- The training period can be terminated by either party by giving 1 months’ notice.
- This offer is contingent upon the successful completion of all background and reference checks and required documentation. Please furnish details for two references whom we can speak to.
- Your services are liable to be transferred to any other Offices / Group companies, at any location in India / Abroad at the sole discretion of the management. You should also be willing to travel for company business on short notice both domestic and international.

**Registered Office**

30, Oriental Insurance Building,  
31 Dr. V.B. Gandhi Marg, Fort,  
Mumbai - 400 001, Maharashtra, India.  
CIN : U72900MH2007PTC174178

**Mumbai**

12th Floor, Plot No. 19, USR Proxima Building,  
Sector 30-A, Vashi,  
Navi Mumbai - 400 705, Maharashtra, India.  
Tel : +91 22 391 689 50

**Trivandrum**

7th Floor, Plot No.2, 7-A,  
Leela Infopark, Technopark,  
Trivandrum - 695 581, Kerala, India.  
Tel : +91 471 2700101 | Fax : +91 471 2700202



- You should clear all the back papers with in one year of joining Flytxt.
- Your start date will be as soon as possible, but no later than **27<sup>th</sup> July 2016**
- This offer expires on the 2<sup>nd</sup> day from the date of issue.

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.

Yours sincerely,

**Anil Kumar R**

**Head-Global HR**

**Flytxt Mobile Solutions Private Ltd**

**Registered Office**

30, Oriental Insurance Building,  
31 Dr. V.B. Gandhi Marg, Fort,  
**Mumbai - 400 001**, Maharashtra, India.  
**CIN : U72900MH2007PTC174178**

**Mumbai**

12th Floor, Plot No. 19, USR Proxima Building,  
Sector 30-A, Vashi,  
**Navi Mumbai - 400 705**, Maharashtra, India.  
**Tel : +91 22 391 689 50**

**Trivandrum**

7th Floor, Plot No.2, 7-A,  
Leela Infopark, Technopark,  
**Trivandrum - 695 581**, Kerala, India.  
**Tel : +91 471 2700101 | Fax : +91 471 2700202**

Dear **Srumy Sajan**,

Welcome to the US Technology Family!

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to offer you a career with **US Technology International Pvt Ltd.** ("**US Technology**"). Please accept our heartiest congratulations.

You have every reason to be excited at the prospect of this opportunity to work with one of the best companies in the world. US Technology is one of the fastest growing IT companies in the world. During your tenure in US Technology, you will have ample opportunity to learn and develop, personally as well as professionally. The Company will expose you to a world-class, professional environment that should help you to become a top-notch software professional.

You have performed extremely well in the selection tests and you should be proud of being selected for this opportunity from a large crowd of aspirants. As much as you would have high expectations from the Company, it is only natural that the Company would expect the same from you.

Your initial designation will be "**Software Engineer ILP**" (**Band & Grade – A1**). You will be on probation for a period of 6 months beginning the start date of employment. On successful completion of probation, you will be re-designated as "**Software Developer**" (**Band & Grade - A2**).

Your annual CTC will be **300,000 (Three Lakhs)**. Please find the annual salary break-down structure in Annexure-1.

In order to enable you to reach a high level of proficiency and effectiveness in the software industry, the Company will provide you training for a period of ten (10) weeks during the probation period. However, the company reserves the right to change the duration of your training period based on business requirements. The company will make sure that changes, if any, regarding the duration of the training, are communicated to you well in advance.

During probation, you will undergo training according to the schedules fixed by the Company. Normally your training timings will coincide with the normal working hours of the establishment of the Company where you are placed. You may also be called upon to attend training as and when required on holidays. You will comply with all regulations of the Company in relation to conduct and discipline as applicable to employees. In case you conduct yourself in a manner that is in violation of such regulations, the Company shall be entitled to discontinue your probation/employment forthwith, without notice or payment in lieu of notice.

The Company shall have the right to terminate your probation/employment without any notice or payment in lieu of notice, if any declaration given or information furnished by you to the Company is found to be false or if you are not able to produce the authenticated certificate to establish your educational qualification or if you are found to have willfully suppressed any material information or on non-performance during probation/training.

During probation, a notice of one month is required to terminate employment from either side. The Company may terminate your employment by payment in lieu of the one month's notice, without assigning any reason whatsoever, at the sole discretion of the Company.

Your employment will be confirmed after a period of 6 months subject to your performance during this period. The Company may, in its sole discretion, decide to extend your period of probation for a further period of up to 3 months if your performance is unsatisfactory. Successful completion of training is mandatory and will be an important criterion for confirmation.

On confirmation of your employment in the regular service of the Company, either party may terminate this employment by giving written notice of 60 days to the other. However, the Company may, at its discretion, choose to pay your salary in lieu of such notice or may require you to avail leave, due to you, during such notice period. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company in lieu of the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

If you decide to terminate the employment during the training period / extended period of training /probation/ before completing one year of service in US Technology after the training, you will be liable to reimburse the cost of training to the Company. The cost of training to be reimbursed by you will be calculated by the company and communicated to you at the time of termination of employment. Any exception to this rule will be at the sole discretion of the Company.

If our offer of employment, subject to the terms and conditions above, is acceptable to you, please return a duplicate copy of this letter with your signature signifying your acceptance of the above terms on or before **07-March-2017**. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn. Subsequent to your acceptance of these terms, you will be intimated the structure, content and the date of commencement of your Training Period by e-mail.

Sincerely,

For **US Technology International Pvt Ltd**

**Understood & Accepted**

**Raghuraj Adhiyarth**  
**Director– Human Resources**

**Srumy Sajan**

Encl: Annexure 1  
Annexure 2

## Annexure 1

### Annual salary break-up

Components	Annual
Basic	79200
Conveyance Allowance	19200
Dress Allowance	12000
Education Allowance	2400
Bonus/Ex-gratia	15840
Food Allowance	36000
Gratuity	3960
HRA	31680
LTA	9900
NPS	7920
Medical Allowance	15000
Maintenance Allowance	0
Other Allowance	21396
Provident Fund	9504
Telephone Allowance	0
Variable Pay	36000
<b>Annual CTC</b>	<b>300000</b>

Tax implications, if any, arising out of the above structure will have to be borne by you.

## Annexure 2

### Documents to be furnished at the time of joining

1. Highest qualification certificate [Convocation certificate / provisional certificate] and Mark sheet [Consolidated /semester-wise]
2. UST offer letter signed
3. Passport (with ECNR stamp)
4. Proof of identity i.e. PAN card, driving license, Electoral card (for bank account opening purposes in case of non-availability of passport)
5. Passport size photographs (8 copies)

You are required to submit self-attested photo copies of all the documents mentioned above on the date of joining UST Global. The originals are required to be produced at the time of joining and will be returned after verification on the same day.

\* \* \* \* \*

12-18

[Click here to enable desktop notifications](#)

Mor


Gmail


Fwd: Offer of Employment

Inbox x

COMPOSE

- Inbox (159)
- Starred
- Important
- Sent Mail
- Drafts (19)
- Personal
- Travel
- More

 Mathachan

 Ebin Mathews



Krishnakumar K P <[krishnakumarkp23@gmail.com](mailto:krishnakumarkp23@gmail.com)>  
to me

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

From: "Bindu Ashok Krishnan" <[bindu.ashok@cognub.com](mailto:bindu.ashok@cognub.com)>  
Date: 09-Aug-2017 5:00 pm  
Subject: Offer of Employment  
To: <[krishnakumarkp23@gmail.com](mailto:krishnakumarkp23@gmail.com)>  
Cc:

Dear Krishnakumar,  
Congratulations! With reference to your application and the subsequent interview:  
Solutions Private Ltd .

Your date of joining will be **16<sup>st</sup> of August 2017**. The detailed appointment letter w

Remuneration: Your annual total employment cost to the company would be Rs. .  
Location: Thejaswini Building, Technopark Campus, Trivandrum, India  
If you intend to accept this offer, kindly revert back with the acceptance letter, ar  
your response to our offer is not communicated within the aforementioned period  
communicate it to you in writing.

- You are requested to bring copies of the below mentioned documents along with
- Educational Certificates
  - Experience certificates (if there is work history)
  - Relieving letter (if there is work history)
  - Three passport sized photographs
  - Proof of age (Passport/Voters ID etc )

17/8

[Click here to enable desktop notifications](#)

Mor

Gmail

COMPOSE

### Fwd: Offer of Employment

Inbox x

Inbox (159)

Starred

Important

Sent Mail

Drafts (19)

Personal

Travel

More



Mathachan



Ebin Mathews



**Crystel Babu** <crystelbabu@gmail.com>

to me

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

From: Bindu Ashok Krishnan <bindu.ashok@cognub.com>

Date: Wed, 9 Aug 2017 at 4:55 PM

Subject: Offer of Employment

To: <crystel.babu@gmail.com>

Dear Crystel,

Congratulations! With reference to your application and the subsequent interview: Solutions Private Ltd .

Your date of joining will be **16<sup>st</sup> of August 2017**. The detailed appointment letter v

Remuneration: Your annual total employment cost to the company would be Rs. .

Location: Thejaswini Building, Technopark Campus, Trivandrum, India

If you intend to accept this offer, kindly revert back with the acceptance letter, ar your response to our offer is not communicated within the aforementioned period communicate it to you in writing.

You are requested to bring copies of the below mentioned documents along with

- Educational Certificates.
- Experience certificates (if there is work history)
- Relieving letter (if there is work history)
- Three passport sized photographs
- Proof of age (Passport/Voters ID etc )

Friday, July 28, 2017

Dear Anija K. S.,

Subject: Offer of Appointment as Trainee Data Analyst  
Reference: Interview Attended by you on Thursday, June 22, 2017

Krythium Solutions Private Limited (Krythium) is pleased to offer you an appointment as **Trainee Data Analyst**, operating from Kochi. You are expected to join Krythium Solutions Private Limited, Trans Asia Corporate Park, Seaport-Airport Road, Kochi 682037, on or before **Wednesday, September 06, 2017**. Proposed annual gross salary along with breakup is attached herewith as in Annexure – A. Your Training with Krythium will be governed by terms and conditions in Annexure - B. Your Training is also governed by the confidentiality and non-solicitation agreement as described in Annexure - C. This offer of appointment is valid till Friday, August 11, 2017 and you are requested to kindly print and sign each page of this offer along with Annexure A, B, and C and return the duplicate copy and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter unless and until the date is extended by Krythium and communicated to you in writing. At the time of joining, you are requested to submit self-attested copies of the following as applicable:

- (a) Salary Certificate for the last three months
- (b) Relieving Letter from your last employer
- (c) Service Certificate from your last employer
- (d) Certificates supporting your educational qualification along with marks sheet
- (e) School Certificate (SSLC/ICSE/CBSE) in support of your age
- (f) 3 color passport size photographs with white background
- (g) Latest Passport copy if available
- (h) Copy of PAN Card if available
- (i) Medical Fitness Certificate if requested

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof. This letter should be read along with Annexure A, B and C and each part is not severable from the other.

We look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Krythium Solutions Private Limited.

Verghese Verghese  
Director  
DIN: 00730270

Friday, July 28, 2017

Dear Anju V.,

Subject: Offer of Appointment as Trainee Data Analyst  
Reference: Interview Attended by you on Thursday, June 22, 2017

Krythium Solutions Private Limited (Krythium) is pleased to offer you an appointment as Trainee Data Analyst, operating from Kochi. You are expected to join Krythium Solutions Private Limited, Trans Asia Corporate Park, Seaport-Airport Road, Kochi 682037, on or before Wednesday, September 06, 2017. Proposed annual gross salary along with breakup is attached herewith as in Annexure – A. Your Training with Krythium will be governed by terms and conditions in Annexure - B. Your Training is also governed by the confidentiality and non-solicitation agreement as described in Annexure - C. This offer of appointment is valid till Friday, August 11, 2017 and you are requested to kindly print and sign each page of this offer along with Annexure A, B, and C and return the duplicate copy and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter unless and until the date is extended by Krythium and communicated to you in writing. At the time of joining, you are requested to submit self-attested copies of the following as applicable:

- (a) Salary Certificate for the last three months
- (b) Relieving Letter from your last employer
- (c) Service Certificate from your last employer
- (d) Certificates supporting your educational qualification along with marks sheet
- (e) School Certificate (SSLC/ICSE/CBSE) in support of your age
- (f) 3 color passport size photographs with white background
- (g) Latest Passport copy if available
- (h) Copy of PAN Card if available
- (i) Medical Fitness Certificate if requested

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

This letter should be read along with Annexure A, B and C and each part is not severable from the other.

We look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Krythium Solutions Private Limited.

Verghese Verghese  
Director  
DIN: 00730270



2017-18

BCA

Candidate ID: 944689 /84132 ,

Date of Joining: 07/19/2017 ,

Joining Location: Bangalore ,

Designation: Software Associate

Dear Sneha Devan ,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Caggemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 9:00 am at Bangalore office, for joining formalities as per the address mentioned below:

Address

164-165, EPIP Phase II,

EPIP Industrial Area, Whitefield, Bengaluru 560066



# ST. THOMAS' COLLEGE

(Autonomous)

THRISSUR - 680 001, KERALA, INDIA

(Affiliated to the University of Calicut & Nationally Re-accredited with 'A' Grade)

Web:- <http://stthomas.ac.in>

Email:- [stethrissur@gmail.com](mailto:stethrissur@gmail.com)

Phone:- +91 487 2420435

Fax:- +91 487 2421510

05<sup>th</sup> June 2017

## APPOINTMENT ORDER

On the basis of interview, Mr. Vishnu Thankappan, Anakuzhikal House, Puthuperiyaram P O, Thodupuzha, Idukki been appointed as Guest Lecturer in the Department of Hindi with effect from 15/06/2017 FN till the closing of the current academic year or the regular hands are appointed whichever is earlier against the vacancy caused by the retirement of Dr. Jose Dominic who retired on superannuation pension w. e. f. 31/05/2016. The candidate should report for duty on 15/06/2017 at 9.30 am.

MANAGER

Manager  
St. Thomas' College  
(Autonomous)  
Thrissur - 680 001

To  
The individual concerned.

Copy to:-

1. The Principal, St Thomas' College (Autonomous), Thrissur
2. The Deputy Director, Collegiate Education, Thrissur





HRD/IMS/2T/11709453/17-18

Ms. Kochurani Mathew  
Candidate ID: 11709453  
Vanmelil (H)  
Kuninji P O  
Thodupuzha - 685583  
Kerala  
India  
Ph: (91) 97477 90422

November 10, 2017

Dear Kochurani,

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 11, 2017**.

#### 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
www.infosys.com



HRD/IMS/2T/11709383/17-18

Ms. Almiya Assiss  
 Candidate ID: 11709383  
 Vadakkedathu  
 Vengalloor  
 Thodupuzha - 685608  
 Kerala  
 India  
 Ph: (91) 82815 89156

November 10, 2017

Dear Almiya,

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 11, 2017**.

#### 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

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



HRD/IMS/2T/11709383/17-18

Ms. Almiya Assiss  
Candidate ID: 11709383  
Vadakkedathu  
Vengalloor  
Thodupuzha - 685608  
Kerala  
India  
Ph: (91) 82815 89156

November 10, 2017

Dear Almiya,

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 11, 2017**.

#### 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

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



HRD/IMS/2T/11709386/17-18

Ms. Asha Rani S  
Candidate ID: 11709386  
242  
Vazhakulam - 686668  
Kerala  
Vazhakulam  
India  
Ph: (91) 81298 77583

November 10, 2017

Dear Asha,

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 11, 2017**.

**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

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



HRD/IMS/2T/11709397/17-18

Ms. Ammu Abraham  
 Candidate ID: 11709397  
 Kalappurackal [ H ], Karimattam, Ayavana P O  
 Kalappurackal [ H ], Karimattam, Ayavana P O  
 Muvattupuzha - 686668  
 Kerala  
 India  
 Ph: (91) 94956 73979

November 10, 2017

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 11, 2017**.

#### 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

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

# Infosys®



HRD/IMS/2T/11709304/17-18

Ms. Celeeshia Joseph  
Candidate ID: 11709304  
Vellaramkallil H  
Pandappilly Po  
Muvattupuzha - 686672  
Kerala  
India  
Ph: (91) 94475 43289

October 18, 2017

Dear Celeeshia,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

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

Digitally signed by RICHARD LOBO  
Date: 2017.10.18 16:36:34 +05:30  
Reason: Offer Letter  
Location: Bangalore





**AMZSYS CONSULTANCY SERVICES PVT LTD**  
Room No 3, 2<sup>nd</sup> Floor, Smart Park, Old Civil Line Road  
Kunnumpuram, Kakkanad, Kochi, Kerala, India 682030  
M:+91 8289 958 063 Email : [info@amzsys.com](mailto:info@amzsys.com)

1718

To  
ARUN JACOB,  
NAZHOORIMATTAM [H],  
NETTITHOZHUP.O. IDUKKI

13-05-2017

**Sub: Offer Letter - Software Trainee**

Dear Arun,

Regarding the discussions, we had with you, we, on behalf of **AMZSYS CONSULTANCY SERVICES PVT LTD**, are pleased to offer you the position of "Software Trainee" and invite you to join AMZSYS family, subject to following terms and conditions:

**1. Position**

You will be offered the position of **Software Trainee** in the Company. This training position is for 3 months' term beginning (01-06-2017) and ending (30-08-2017). You will be on probation for the same period (3 months) and your continued participation in the training position will be dependent upon successful completion of courses and learning objectives as scheduled in the training plan. If you successfully complete the training program, you will be offered a permanent position as Software Developer in **AMZSYS CONSULTANCY SERVICES PVT LTD**. Initially, you will be placed at our office in Cochin.

**2. Duties**

You will perform the duties and services assigned to you by the concerned authority. During your tenure, you shall

- (a) perform your duties faithfully and diligently.
- (b) endeavour to promote the interests of the Company.
- (c) devote your time, attention, and efforts in serving the Company.
- (d) not directly or indirectly engage in any activity, which competes with the Company or conflicts with your duties to the Company.

**3. Working hours**

Your standard working hours will be Mondays to Fridays 09:30 a.m. to 6:00 p.m., if you are not required to work in shifts. Shift timings, if applicable, will be intimated to you by the concerned authority. If you are in a client-facing team, your off days will be per the work plan, which will be informed to you by the concerned authority. If necessary, you may be required to work beyond the standard working hours and shifts to achieve results.



# Alphonsa College, Pala

ARUNAPIRAM P.O. PALA, KOTTAYAM (Dist.)  
 KERALA STATE, S. INDIA - 686 574  
 Affiliated to Mahatma Gandhi University  
 E-mail : principal@alphonsacollege.in  
 : alphonsaoffice@gmail.com  
 Website : www.alphonsacollege.in

Ph: 04822-212447  
 Fax: 04822-216447

17-18

## EXPERIENCE CERTIFICATE

This is to certify that Miss. Jasmin. Johnson was working as a Guest Lecturer in the Dept. of Zoology, Alphonsa College, Pala from 23/09/2015 to 29/02/2016. I am glad to note that she is talented, hard working and committed to her profession. I also certify that her character and conduct are good.

Place: Pala

Date: 14/08/2017



*Alice Jose*  
 PRINCIPAL  
 Dr. Alice Jose, M. A., M. Phil, Ph.D  
 Principal  
 Alphonsa College, Pala



Date: 25/09/2017

Dear Mr. Lijo Jose,

This is in reference to your job application and subsequent interview you had with us, for the position **PHP Developer** in our organization.

We are pleased to inform that you are selected for the above mentioned position we had with us. We offer you this employment for the above mentioned position on mutually agreed terms and condition. Your salary structure and allowances will be given to you at the time of appointment as mutually agreed.

- **You are required to send copies of the following:**
  - a) Latest Passport size photograph
  - b) Service Certificates of your previous jobs.
  - c) Birth Certificate / School Leaving Certificate showing date of birth
  - d) Educational Qualification Certificates
  - e) ID Proof
- **On joining you will be required to furnish:**
  - a) Relieving letter and Experience Certificate from your present employer.
  - b) Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall commence the employment with us on **3<sup>rd</sup> October 2017**. Please accept this offer letter not later than **27<sup>th</sup> September 2017** else it will be treated as non-acceptance, and this offer will be redundant automatically. Our detailed letter containing terms and conditions will be given to you at the time of joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter. Once again we welcome you to our team.

Yours faithfully,  
For CRS Technologies India Pvt Ltd

Name: Anna N  
Designation: Director

Accepted \_\_\_\_\_  
(Signature)

15 Nov 17

**Hareesh Narayanan**

Parappattu House  
Ayavana PO, Enanalloor, Muvattupuzha  
Ernakulam  
Kerala, India  
PIN 686668

**Sub: Offer Letter**

Dear Hareesh:

This has reference to your application for employment in our organization and the subsequent interview you had with us. We are pleased to inform you that you have been selected as a Test Engineer, details of which are as follows:

**Designation: Test Engineer**

**Joining Date: 20<sup>th</sup> Nov 2017**

**The salary structure is as follows:**

During the Probation period, you will be paid a consolidated amount of Rs 7500 per month.

You are placed on probation for 6 months, with evaluations taking place every 3 months.

Upon successful completion of the probationary period you will receive a permanent offer letter from Aspiris Technologies.

Kindly sign the duplicate letter as a token of your acceptance of the appointment.

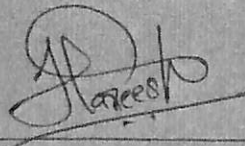
Again, congratulations and welcome to the Aspiris Technologies Family.

Thanking you,

For Aspiris Technologies.

  
G Santosh Kumar  
(Director)

I accept this job offer as described above.



Signature of Prospective Employee

Date 18/11/17

15 Nov 17

**Hareesh Narayanan**

Parappattu House  
Ayavana PO, Enanalloor, Muvattupuzha  
Ernakulam  
Kerala, India  
PIN 686668

**Sub: Offer Letter**

Dear Hareesh:

This has reference to your application for employment in our organization and the subsequent interview you had with us. We are pleased to inform you that you have been selected as a Test Engineer, details of which are as follows:

**Designation:** Test Engineer

**Joining Date:** 20<sup>th</sup> Nov 2017

**The salary structure is as follows:**

During the Probation period, you will be paid a consolidated amount of Rs 7500 per month.

You are placed on probation for 6 months, with evaluations taking place every 3 months.

Upon successful completion of the probationary period you will receive a permanent offer letter from Aspiris Technologies.

Kindly sign the duplicate letter as a token of your acceptance of the appointment.

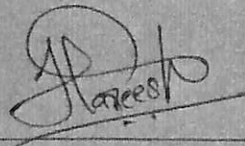
Again, congratulations and welcome to the Aspiris Technologies Family.

Thanking you,

For Aspiris Technologies.

  
**G Santosh Kumar**  
(Director)

I accept this job offer as described above.



Signature of Prospective Employee

Date 18/11/17

# SERVSYS™

6<sup>th</sup> October 2017

**Liz Benny  
Mundackal(H)  
Pannimattom P.O  
Thodupuzha  
Idukki-685588**

Dear **Liz**,

On behalf of Servsys Technology Services India Pvt Ltd (the 'Company'), I am pleased to offer you the position of an IT Resource Manager with the Company.

Your date of joining will be on 9<sup>th</sup> October 2017. In the event you fail to join on or before 9<sup>th</sup> October 2017, this employment agreement shall stand terminated.

You shall be on probation for a period of three (3) months (the 'Probation Period'). During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy').

At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter').

3<sup>rd</sup> Oct 2017

To,

Ms. Agnes Gijan  
Nirappel House  
Enanalloor  
Ernakulam Dist  
Kerala. 685670

Posted at: Cochin

Dear Ms. Agnes Gijan,

With reference to your application and subsequent interview, we have the pleasure to offer you an opportunity to work as a **Customer Relation Executive in passenger service Department** on a monthly Gross emolument of Rs.4000/- (Rupees Four Thousand only).

You shall be appointed for a period of 06(Six) months with effect from 4<sup>th</sup> Oct 2017 and unless terminated earlier, your appointments will end on the expiry of the said period and no further or fresh notice will be issued separately.

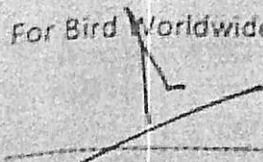
*You will not be entitled to any benefits/privilege available to the permanent/contract employee of the company.*

*You will adhere to our work schedule as per roster, which may be changed from time to time depending on the actual requirement.*

If accepted the above terms, please return the duplicate copy of this letter duly signed.

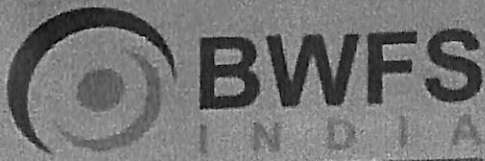
Thanking you

For Bird Worldwide Flight Services (India) Pvt. Ltd.,

  
\_\_\_\_\_  
Authorised Signatory

I accept the above offer after thoroughly understanding the terms and conditions

  
\_\_\_\_\_



Bird Worldwide Flight Services

7<sup>th</sup> Sep 2017

To,

Ms. Ann Mary Aippachan  
Vettiyankal House  
Mullappuzhachal PO  
Enanalloor  
Ernakulam Dist  
Kerala.686670

Posted at: Cochin

Dear Ms. Ann Mary Aippachan,

With reference to your application and subsequent interview, we have the pleasure to offer you an opportunity to work as a **Customer Relation Executive in passenger service Department** on a monthly Gross emolument of **Rs.4000/-** (Rupees Four Thousand only).

You shall be appointed for a period of **06(Six) months** with effect from **11<sup>th</sup> Sep 2017** and unless terminated earlier, your appointments will end on the expiry of the said period and no further or fresh notice will be issued separately.

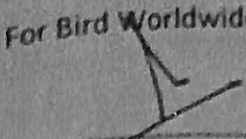
You will not be entitled to any benefits/privilege available to the permanent/contract employee of the company.

You will adhere to our work schedule as per roster, which may be changed from time to time depending on the actual requirement.


If accepted the above terms, please return the duplicate copy of this letter duly signed.

Thanking you

For Bird Worldwide Flight Services (India) Pvt. Ltd.,

  
\_\_\_\_\_  
Authorised Signatory

I accept the above offer after thoroughly understanding the terms and conditions

  
\_\_\_\_\_



2017-18 + 3

Satheesh P K  
SVP & Head - HR

**FEDERAL BANK**  
YOUR PERFECT BANKING PARTNER

September 18, 2017

Dear Mr Nikhil R

Hearty welcome to the Federal Family. We are glad to have you on board!

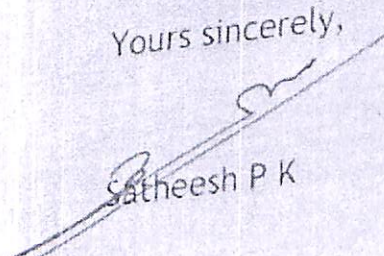
Let me congratulate you for joining Federal Bank, one of the premier banks in the country with 1252 branches, 1681 ATMs, 11,000 plus employees and over one and half lakh crore business. Bank offers a conducive environment for personal growth and development and ensures equal opportunities for all.

You are being inducted into the Bank through a two-week orientation program with a very clear mission of transforming you to a Professional Banker. The program is designed in such a way, that it will enable you to understand the basic theories of banking, procedures in banking operations, product and process knowledge. Federal Knowledge and Development Centre, our internal learning centre, has a dedicated team of faculty members with the best of infrastructural facility. It is desired that you take advantage of these facilities to the maximum.

We believe in the philosophy of "Digital at the fore and human at the core" and are continuously transforming the way we operate to improve our ability to achieve the corporate goals. I am sure you will also join us in this journey of achieving our vision.

I'm very pleased to welcome you once again and look forward working with you!

Yours sincerely,

  
Satheesh P K

HR TALENT ACQUISITION & DEPLOYMENT

22<sup>nd</sup> September 2017

HR TAD/B/PR- 18387/75120/2017

Shri.Nikhil R  
Probationary Clerk

We are glad that, you have joined the Bank as Clerk on 18.09.2017 accepting our offer No. HR TAD/B/ PR-36501/PC/A-283/75001/2017-18 dated 23<sup>rd</sup> August 2017.

Your Employee Identification Number and the details of your initial posting are given below:-

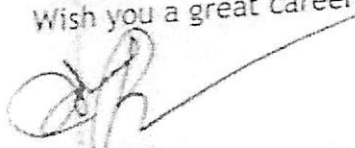
Employee ID	Branch/Office	Address
PR 18387	Vembayam	Building No Mp Ix / 696 D, Manikkal Village , M C Road, Vembayam, , Thiruvananthapuram-695615

You are requested to report for duty at Branch/ Office: Vembayam on 04.10.2017, after getting relieved from Federal Knowledge & Development Centre, Aluva on 28.09.2017.

Please note that the initial posting is intended for giving you the required exposure in the Branch functions of the Bank and you are likely to be transferred to other Branches/ Offices on or before completion of the probation period.

All other terms and conditions contained in our offer of appointment remain the same.

Wish you a great career ahead.

  
John P J  
Deputy Vice President (HR)

Copy to: 1. Branch/Office: Vembayam  
2. Personal File: PR-18387



HRD/IMS/2T/11709453/17-18

Ms. Kochurani Mathew  
Candidate ID: 11709453  
Vanmelil (H)  
Kuninji P O  
Thodupuzha - 685583  
Kerala  
India  
Ph: (91) 97477 90422

November 10, 2017

Dear Kochurani,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

**INFOSYS LIMITED**

CIN: L85110KA1981PLC013115

44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

HRD/IMS/2T/11709453/17-18

Ms. Kochurani Mathew  
Candidate ID: 11709453  
Vanmelil (H)  
Kuninji P O  
Thodupuzha - 685583  
Kerala  
India  
Ph: (91) 97477 90422

November 10, 2017

Dear Kochurani,

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 11, 2017**.

### 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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 and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2017-18 will be as follows:

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

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### National Pension Scheme

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 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 scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

### 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 programme 2016-2017. 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 requires 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).

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

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





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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

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

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

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

\_\_\_\_\_                      \_\_\_\_\_  
Print your name                      Location

Enclosures:    Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Kochurani Mathew
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	5580
FIXED DEARNESS ALLOWANCE (FDA)	1100
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	9442
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1269
<b>MONTHLY GROSS SALARY</b>	<b>17,391</b>

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)	67

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	802
GRATUITY - 4.81% of (Basic + FDA)*	321
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

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.





**Offer: Computer Consultancy**

**Ref: TCSL/DT20184127069/Chennai**

**Date: 20/03/2018**

Ms. Aleena Shaji  
Kalambukatt (H)Kalloorkad,  
Kalloorkad,  
Muvattupuzha-686668,  
Kerala.  
Tel# -9446102018

Dear Aleena Shaji,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184127069**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

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



## **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. Conveyance Allowance**

You will be eligible for a conveyance allowance of ₹800/- per month.

#### **3. 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.

#### **4. Sundry Medical Reimbursement**

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

## 6. 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.

TCS Confidential

TCSL/DT20184127069

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

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

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

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



## **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 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**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**

<b>Name</b>	<b>Aleena Shaji</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	852	10,224
Gratuity	341	4,098
Total of Annual Components & Retirals	1,194	22,222
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,89,402</b>

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

\*\*\* 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Conveyance Allowance	800	9,600
Leave Travel Assistance	592	7,100
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	100	1,200
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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.

Friday, July 28, 2017

Dear Anija K. S.,

Subject: Offer of Appointment as Trainee Data Analyst  
Reference: Interview Attended by you on Thursday, June 22, 2017

Krythium Solutions Private Limited (Krythium) is pleased to offer you an appointment as **Trainee Data Analyst**, operating from Kochi. You are expected to join Krythium Solutions Private Limited, Trans Asia Corporate Park, Seaport-Airport Road, Kochi 682037, on or before **Wednesday, September 06, 2017**. Proposed annual gross salary along with breakup is attached herewith as in Annexure – A. Your Training with Krythium will be governed by terms and conditions in Annexure - B. Your Training is also governed by the confidentiality and non-solicitation agreement as described in Annexure - C. This offer of appointment is valid till Friday, August 11, 2017 and you are requested to kindly print and sign each page of this offer along with Annexure A, B, and C and return the duplicate copy and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter unless and until the date is extended by Krythium and communicated to you in writing. At the time of joining, you are requested to submit self-attested copies of the following as applicable:

- (a) Salary Certificate for the last three months
- (b) Relieving Letter from your last employer
- (c) Service Certificate from your last employer
- (d) Certificates supporting your educational qualification along with marks sheet
- (e) School Certificate (SSLC/ICSE/CBSE) in support of your age
- (f) 3 color passport size photographs with white background
- (g) Latest Passport copy if available
- (h) Copy of PAN Card if available
- (i) Medical Fitness Certificate if requested

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

This letter should be read along with Annexure A, B and C and each part is not severable from the other.

We look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Krythium Solutions Private Limited.

Verghese Verghese  
Director  
DIN: 00730270

Friday, July 28, 2017

Dear Anju V.,

Subject: Offer of Appointment as Trainee Data Analyst

Reference: Interview Attended by you on Thursday, June 22, 2017

Krythium Solutions Private Limited (Krythium) is pleased to offer you an appointment as **Trainee Data Analyst**, operating from Kochi. You are expected to join Krythium Solutions Private Limited, Trans Asia Corporate Park, Seaport-Airport Road, Kochi 682037, on or before **Wednesday, September 06, 2017**. Proposed annual gross salary along with breakup is attached herewith as in Annexure – A. Your Training with Krythium will be governed by terms and conditions in Annexure - B. Your Training is also governed by the confidentiality and non-solicitation agreement as described in Annexure - C. This offer of appointment is valid till Friday, August 11, 2017 and you are requested to kindly print and sign each page of this offer along with Annexure A, B, and C and return the duplicate copy and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter unless and until the date is extended by Krythium and communicated to you in writing.

At the time of joining, you are requested to submit self-attested copies of the following as applicable:

- (a) Salary Certificate for the last three months
- (b) Relieving Letter from your last employer
- (c) Service Certificate from your last employer
- (d) Certificates supporting your educational qualification along with marks sheet
- (e) School Certificate (SSLC/ICSE/CBSE) in support of your age
- (f) 3 color passport size photographs with white background
- (g) Latest Passport copy if available
- (h) Copy of PAN Card if available
- (i) Medical Fitness Certificate if requested

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

This letter should be read along with Annexure A, B and C and each part is not severable from the other.

We look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Krythium Solutions Private Limited.

Verghese Verghese  
Director  
DIN: 00730270



# Sabine

Hospital & Research Centre Pvt. Ltd.



**ARUN A G**

Department : PUBLIC RELATION

Employment ID: 2149

A+



[Click here to enable desktop notifications](#)

Gmail

Mor

COMPOSE

Fwd: Offer of Employment

Inbox x

Inbox (159)

Starred

Important


Sent Mail

Drafts (19)


Personal

Travel

More

 Mathachan

+

 Ebin Mathews



**Crystel Babu** <crystelbabu@gmail.com>

to me

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

From: Bindu Ashok Krishnan <[bindu.ashok@cognub.com](mailto:bindu.ashok@cognub.com)>

Date: Wed, 9 Aug 2017 at 4:55 PM

Subject: Offer of Employment

To: <[crystel.babu@gmail.com](mailto:crystel.babu@gmail.com)>

Dear Crystel,

Congratulations! With reference to your application and the subsequent interview: Solutions Private Ltd .

Your date of joining will be **16<sup>st</sup> of August 2017**. The detailed appointment letter v

Remuneration: Your annual total employment cost to the company would be Rs. .

Location: Thejaswini Building, Technopark Campus, Trivandrum, India

If you intend to accept this offer, kindly revert back with the acceptance letter, ar your response to our offer is not communicated within the aforementioned period communicate it to you in writing.

You are requested to bring copies of the below mentioned documents along with

- Educational Certificates
- Experience certificates (if there is work history)
- Relieving letter (if there is work history)
- Three passport sized photographs
- Proof of age (Passport/Voters ID, etc )





**Offer: Computer Consultancy**

**Ref: TCSL/DT20184117520/Chennai**

**Date: 04/04/2018**

Ms. Jeslin Joseph  
Pynadathu House, Pandappilly P O, Muvattupuzha, Kerala  
Pandappilly,  
Muvattupuzha-686672,  
Kerala.  
Tel# -9744468581

Dear Jeslin Joseph,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184117520**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

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



## **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. Conveyance Allowance**

You will be eligible for a conveyance allowance of ₹800/- per month.

#### **3. 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.

#### **4. Sundry Medical Reimbursement**

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

## 6. 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 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**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**

<b>Name</b>	<b>Jeslin Joseph</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	852	10,224
Gratuity	341	4,098
Total of Annual Components & Retirals	1,194	22,222
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,89,402</b>

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

\*\*\* 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Conveyance Allowance	800	9,600
Leave Travel Assistance	592	7,100
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	100	1,200
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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/DT20184122088/Chennai**

**Date: 20/03/2018**

Ms. Deepthy Augustine  
Kalapurackal (H)Kalayanthani (P.O),  
Thodupuzha,  
Thodupuzha-685588,  
Kerala.  
Tel# -

Dear Deepthy Augustine,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184122088**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

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



## **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. Conveyance Allowance**

You will be eligible for a conveyance allowance of ₹800/- per month.

#### **3. 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.

#### **4. Sundry Medical Reimbursement**

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

## 6. 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.

TCS Confidential

TCSL/DT20184122088

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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

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

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

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



## **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 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**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**

<b>Name</b>	<b>Deepthy Augustine</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	852	10,224
Gratuity	341	4,098
Total of Annual Components & Retirals	1,194	22,222
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,89,402</b>

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

\*\*\* 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Conveyance Allowance	800	9,600
Leave Travel Assistance	592	7,100
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	100	1,200
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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/DT20184122722/Chennai**

**Date: 04/04/2018**

Ms. Merin Mathew  
Varikkattu House Ayavana P.O Muvattupuzha,  
Muvattupuzha,  
Muvattupuzha-686668,  
Kerala.  
Tel# -

Dear Merin Mathew,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184122722**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

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



## **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. Conveyance Allowance**

You will be eligible for a conveyance allowance of ₹800/- per month.

#### **3. 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.

#### **4. Sundry Medical Reimbursement**

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

## 6. 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 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**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**

<b>Name</b>	<b>Merin Mathew</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	852	10,224
Gratuity	341	4,098
Total of Annual Components & Retirals	1,194	22,222
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,89,402</b>

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

\*\*\* 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Conveyance Allowance	800	9,600
Leave Travel Assistance	592	7,100
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	100	1,200
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>





## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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/DT20184127069/Chennai**

**Date: 20/03/2018**

Ms. Aleena Shaji  
Kalambukatt (H)Kalloorkad,  
Kalloorkad,  
Muvattupuzha-686668,  
Kerala.  
Tel# -9446102018

Dear Aleena Shaji,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184127069**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

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



## **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. Conveyance Allowance**

You will be eligible for a conveyance allowance of ₹800/- per month.

#### **3. 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.

#### **4. Sundry Medical Reimbursement**

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.





## 5. Personal Allowance

You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

## 6. 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 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**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**

<b>Name</b>	<b>Aleena Shaji</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	852	10,224
Gratuity	341	4,098
Total of Annual Components & Retirals	1,194	22,222
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,89,402</b>

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

\*\*\* 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Conveyance Allowance	800	9,600
Leave Travel Assistance	592	7,100
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	100	1,200
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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/DT20184127076/Chennai**

**Date: 04/04/2018**

Ms. Mariya Raju  
ThayyilNediyasala,  
Thodupuzha,  
Thodupuzha-685608,  
Kerala.  
Tel# -

Dear Mariya Raju,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184127076**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

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



## **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. Conveyance Allowance**

You will be eligible for a conveyance allowance of ₹800/- per month.

#### **3. 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.

#### **4. Sundry Medical Reimbursement**

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



## 5. Personal Allowance

You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

## 6. 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 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**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**

<b>Name</b>	<b>Mariya Raju</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	852	10,224
Gratuity	341	4,098
Total of Annual Components & Retirals	1,194	22,222
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,89,402</b>

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

\*\*\* 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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Conveyance Allowance	800	9,600
Leave Travel Assistance	592	7,100
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	100	1,200
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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.

----- .Forwarded message -----

From: ainesh zacharias <[aineshzacharias309@gmail.com](mailto:aineshzacharias309@gmail.com)>  
Date: Tue 20 Mar, 2018, 7:32 PM  
Subject: Fwd: TCS Offer Letter  
To: ZACHARIAS JOSEPH <[mzachjoseph@gmail.com](mailto:mzachjoseph@gmail.com)>

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

From: "TCS Recruitment - Entry Level" <[recruitment.entrylevel@tcs.com](mailto:recruitment.entrylevel@tcs.com)>  
Date: 20-Mar-2018 5:18 PM  
Subject: TCS Offer Letter  
To: <[aineshzacharias309@gmail.com](mailto:aineshzacharias309@gmail.com)>  
Cc:

Dear **Ainesh Zacharias**,

We are delighted to inform you that you have been successful in our selection process.

Your Offer Letter is shared in the mail as an attachment.

You are required to accept your offer letter online using your login credentials.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link: <https://nextstep.tcs.com>.
2. Login to the system using the following credentials.

**DTRef ID:** DT20184119430

**Password:** Ainesh309@

3. To accept the offer letter, click on Offer Letter.
4. Click on **I Accept** button to accept the offer
5. Once you accept the offer letter, you can download the same.

We will be in touch with you to keep you abreast of the latest happenings at TCS.  
Looking forward to hearing from you soon!

For any query, please contact 1800-209-3111(toll free) /[ilpsupport@tcs.com](mailto:ilpsupport@tcs.com)

Warm Regards,  
Talent Acquisition Group  
TATA Consultancy Services

TCS NextStep App is now available on Android and iPhone.

=====

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



# GOAN INSTITUTE® INTERNATIONAL

CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

Date: 19<sup>th</sup> April 2018

To,

**The Placement Officer,**

**Nirmala College, Muvattupuzha**

Sir/Ma'am,

We express our gratitude for your hospitality during the time of our gathering and in interview in your college.

As per the interview and test conducted in your esteemed organization, the following students have been short-listed for the post of 'Skill Development Faculty [Language Trainer] in Goan Institute International Consociation of Education [GICE]. Kindly inform the students about the salary offered and the college management can inform us about the number of students who are interested going ahead for joining with GICE. The given salary may increase if the candidates are performing better in the upcoming sessions.

The further details will be communicated immediately.

	<b>Names of the candidates</b>	<b>Monthly Salary</b>
1	Ann Maria Jose	Rs 15000/-
2	Stephy James	Rs 17000/-
3	Anita Thomas	Rs16500/-
4	Angel Mary John	Rs 15500/-
5	Akash.M. Nair	Rs 16500/-
6	Vijay .P.Prince	Rs 16500/-

GICE,Groundfloor,Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994, +919947493939.E-Mail: gicerecruitment@gmail.com,giceworld@gmail.com



# GOAN INSTITUTE® INTERNATIONAL

CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

7	Swapna Lukose	Rs 15000/-
8	Paul Newman Joy	Rs 14500/-
9	Jestin George	Rs 14000/-
10	Abhijith .K.Gopi	Rs 16000/-
11	Chinnu Rose Joseph	Rs 14000/-
12	Bini Paul	Rs 13000/-
13	Aslam Salim	Rs 15000/-
14	Gopika Rajmohan	Rs 14000/-
15	Smruthy Sathyanath	Rs 15500/-
16	Sona John	Rs 15500/-

Regards

For GOANINSTITUTE®INTERNATIONAL CONSOCIATION OF EDUCATION  
Pvt.Ltd[GICE]

HR.Department. 0484-2801994, +919947493939

[www.gicenglisghgroup.com](http://www.gicenglisghgroup.com), [www.facebook.com/goaninstitute](http://www.facebook.com/goaninstitute)

GICE,Groundfloor,Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994, +919947493939.E-Mail: [gicerecruitment@gmail.com](mailto:gicerecruitment@gmail.com),[giceworld@gmail.com](mailto:giceworld@gmail.com)

15 Nov 17

**Hareesh Narayanan**

Parappattu House  
Ayavana PO, Enanalloor. Muvattupuzha  
Ernakulam  
Kerala, India  
PIN 686668

**Sub: Offer Letter**

Dear Hareesh:

This has reference to your application for employment in our organization and the subsequent interview you had with us. We are pleased to inform you that you have been selected as a Test Engineer, details of which are as follows:

**Designation:** Test Engineer

**Joining Date:** 20<sup>th</sup> Nov 2017

**The salary structure is as follows:**

During the Probation period, you will be paid a consolidated amount of Rs 7500 per month.

You are placed on probation for 6 months, with evaluations taking place every 3 months.

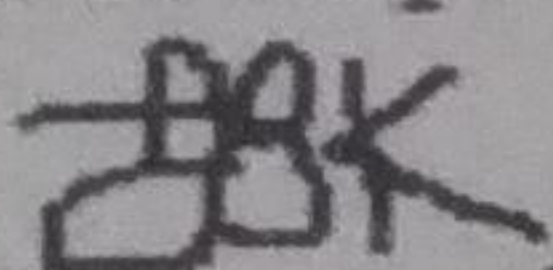
Upon successful completion of the probationary period you will receive a permanent offer letter from Aspiris Technologies.

Kindly sign the duplicate letter as a token of your acceptance of the appointment.

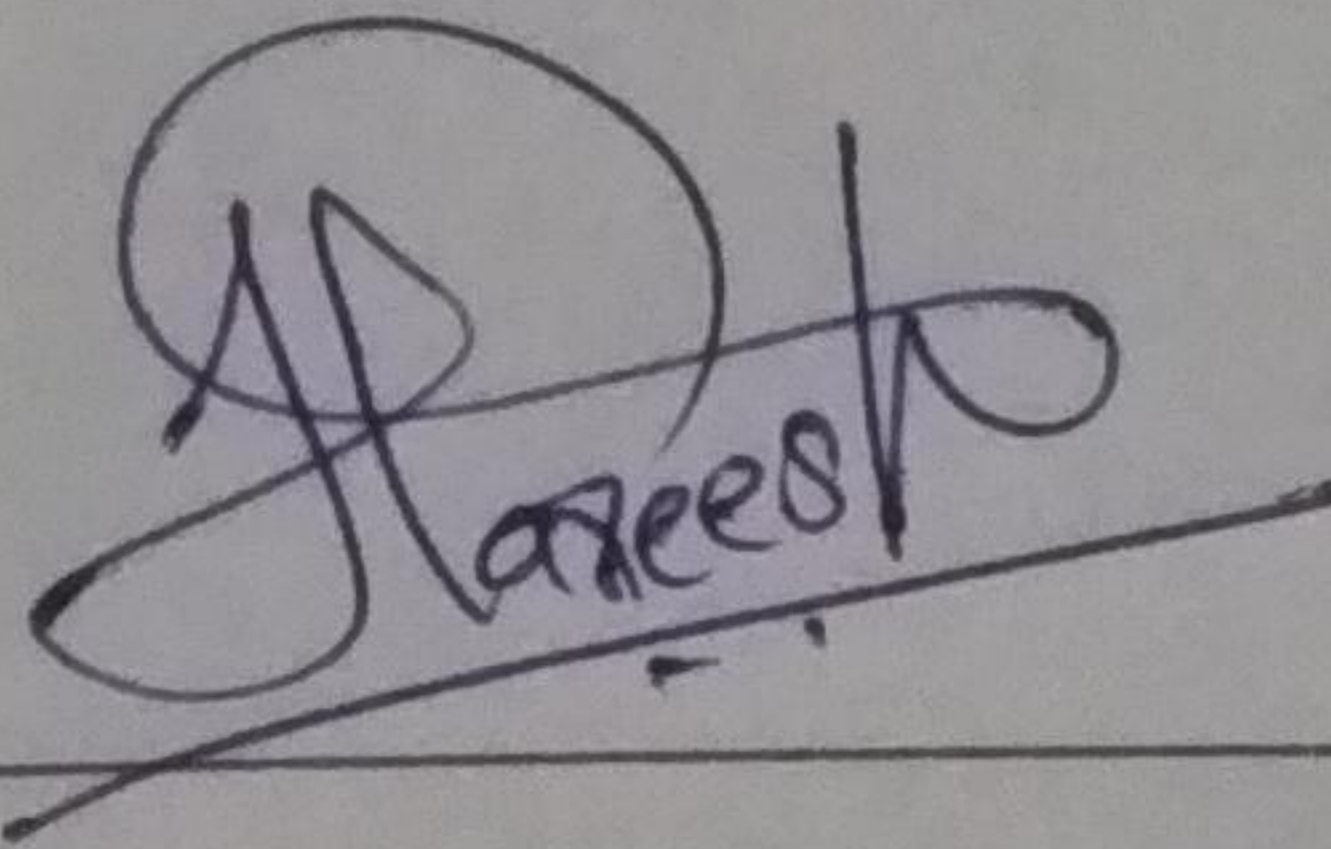
Again, congratulations and welcome to the Aspiris Technologies Family.

Thanking you,

For Aspiris Technologies.

  
**G Santosh Kumar**  
(Director)

I accept this job offer as described above.



Signature of Prospective Employee

Date 18/11/17



Binimol Chacko  
Puthuvayal House,  
Rochukandhara  
P.O., Eppara

FIRS

11 July, 2017

**Re: Appointment at Fastline International Recruitment Services**  
*Private and Confidential*

Dear Ms. Binimol Chacko,

This refers to the discussions we had with you. We are pleased to offer you an appointment as HR Executive. The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance. If these are acceptable to you in their entirety, please sign on the original and submit it to the Head - Internal Communications & HR Solutions.

1. **Place of Work:** You will be posted at FIRS Kochi office.

2. **Responsibility and Accountability:**

In the capacity as Designation, you will maintain high standards of discipline, efficiency, integrity & control and guide the employees under your supervision to the best of your ability. You will be directly reporting to the Mr. Deepak Pradeep - Managing Partner.

3. **Salary:** Your net salary per month w.e.f date of joining i.e 12<sup>th</sup> July, 2017, would be Rs. 10000/- (Rupees Ten Thousand Only).

3.1 In addition to the above, pre-approved by your Immediate Reporting Manager, you will be reimbursed for business expenses on submission of actual bills in original.

3.2 Increments and incentives linked to quarterly performance.  
\*This is confidential between you and the company.

#### 4. HOURS OF WORKING

Your working hours are as follows:

Monday to Friday: 9:15 am to 5:45 pm  
Saturday : 9:30 am to 3:00 pm

Now withstanding the stipulated working hours, these working hours may vary to respond to business conditions. You will be given advance notice of any change in the working hours. Punctuality must be strictly adhered when reporting for work.

Unexpected strikes/hartals or holidays not listed in the FIRS Holiday Calendar will be marked as leave if the employee fails to compensate it on another day. That working day has to be decided and informed by the employee to the management prior.

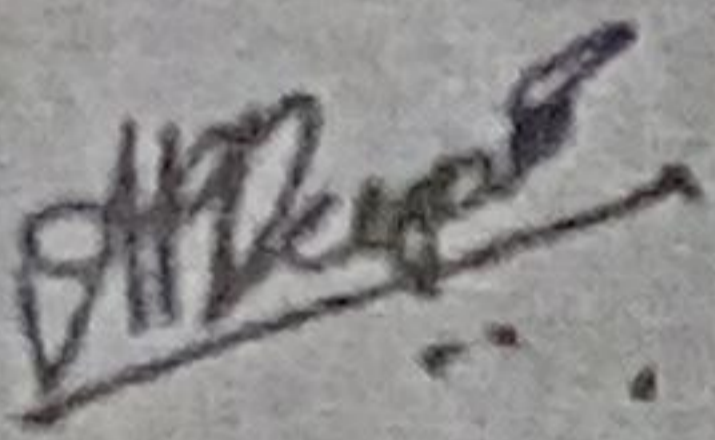
Subject: Appointment at Fastline International Recruitment Services  
*Private and Confidential*  
11 July, 2017

10. You will be provided with FIRS official email id and staffing related materials within 7 working days from the day of your joining.

If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you either at the time of receiving this letter personally from us or by sending an email confirmation within 10 days there from, after this offer of appointment will be treated as cancelled.

Congratulations and welcome to FIRS family

Yours faithfully,



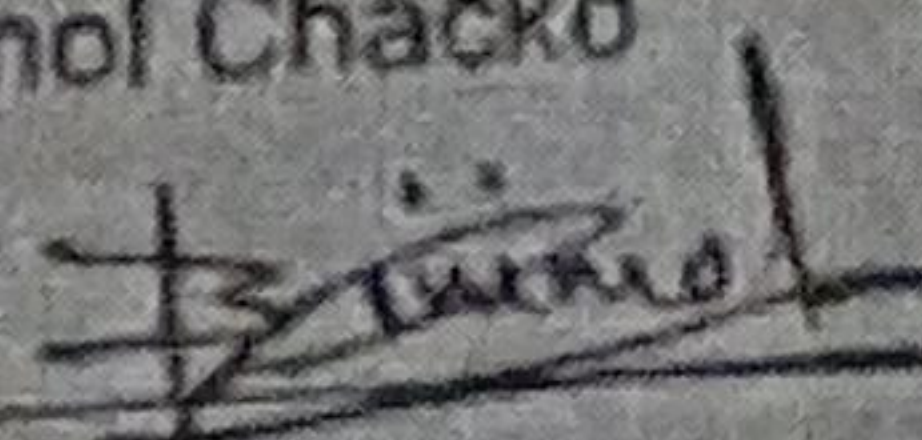
Deepak Pradeep

Managing Partner

---

I hereby acknowledge and agree to the terms and conditions of my employment as outlined herein above.

Full Name : Binimol Chacko

Signature : 

Date : 12/07/17

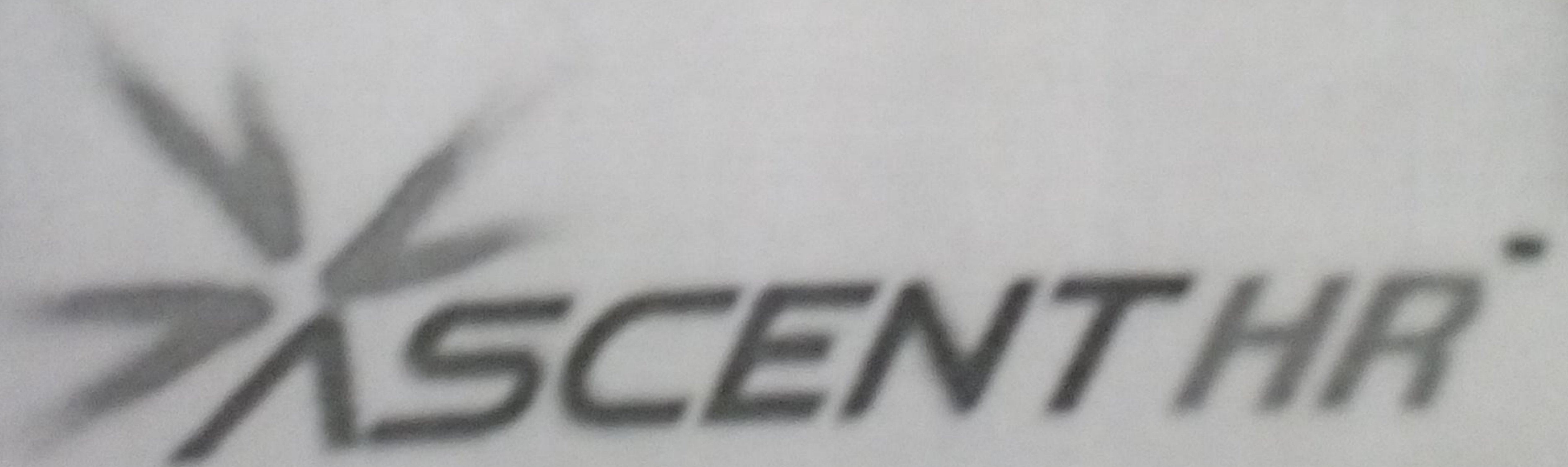




**Gabriel Francis**

Emp Code : 40053

Blood Group : O+ve



Ascent Consulting Services Pvt Ltd.  
#A20, 100 Feet Road, 4th Block, Koramangla.  
Phone: +91-80-4009 3500



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184120443/Chennai**  
**Date: 20/03/2018**

Ms. Ann Maria Rejl  
Thalachira (H),  
Arikuzha,  
Thodupuzha-685608,  
Kerala.  
Tel# -

Dear Ann Maria Rejl,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184120443**

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



October 12, 2017  
NGA HR/App/2017/028

Anil Varghese,  
Kochi

NGA HR (India) Pvt. Limited  
Carnival Infopark, Phase 2,  
Kusumagiri Post  
Kakkanad, Kochi - 682 030  
INDIA

T : +91 484 4145555  
F : +91 484 4145508  
CIN : U74900MH2007PTC174519  
www.ngahr.com

Dear Anil,

With reference to the offer letter dated **October 10, 2017** we are pleased to appoint you to the post of "**Trainee Associate**" in our organization at **NGA Human Resources Kochi** with effect **October 12, 2017** on the following terms and conditions.

NGA Human Resources Kochi has appointed you initially on a probation period of 6 months. After the 6 months period, NGA Human Resources Kochi would evaluate your performance and results and thereafter either (1) confirm your appointment or (2) extend your probation period for such further period as may be deemed appropriate by NGA Human Resources Kochi or (3) discontinue your services with or without the notice period. The decision will be informed to you in writing and non-receipt of any such communication will be not construed as confirmation of your services nor an extension of your probation period. NGA Human Resources Kochi has the complete discretion to either confirm or extend your probation period or discontinue your services and the said decision will be final and not subject to any question by any person or authority.

You will be paid a CTC of INR **188200/- (One Lakh Eighty Eight Thousand and Two Hundred Only)** per annum as per the details indicated in the Annexure, specifically subject to conditions under Clause V, VI and VII to the Annexure.

You would appreciate the need to treat compensation as a highly individual and confidential information, which ought to be discussed only with your local HR and you are to comply with the tax laws in letter and spirit. Sharing or discussing individual compensation with anyone other than HR shall result in disciplinary action.

Initially, you will be reporting to the Manager who is in-charge of the project. This may change from project to project. Staffing on projects is done at the discretion of the Company.

Your employment will be subject to the terms & conditions of the Company as prevailing from time to time. The current terms & conditions of employment are attached herewith, which you are to acknowledge having received.

Please return the duplicate copy of this letter duly signed in confirmation of your acceptance of the terms and conditions.

We hope you will find your career with us challenging & rewarding, both professionally and personally.

Yours Sincerely,

Human Resources

NGA\_HR\_TP\_Appointment Letter\_Ver 3.0

Rev Date: 15/09/2017

Proprietary and Confidential to NGA Human Resources

**NGA HR ( India ) Private Ltd.**

Registered & Corporate Office : 3rd Floor, Madhu Industrial Estate, Pandurang Budhkar Marg, Worli, Mumbai - 400 013, India  
Tel : +91 22 66243200, Fax : +91 22 66243240, Website : www.ngahr.com



27<sup>th</sup> September, 2017

Reference No. NGA HR/Offer/2017/277

Dear Tony,  
Tharayil(H), Thaikkatukara P O,  
Kunnathery,  
Aluva – 683106

We refer to your application for the post of **Trainee Associate** and the subsequent interview and discussions held at our office in this regard.

Subject to your acceptance of the terms and conditions herein along with the prevailing applicable rules and policies of the Company, we hereby appoint you for the post of **Trainee Associate**. You are required to report for the said post at our office on **05<sup>th</sup> October, 2017 at 9 AM**.

All formalities and requisites along with pre-joining conditions and formalities will be completed by you on the said date. This offer is conditional upon the Company receiving this offer letter duly countersigned by you thereby confirming your acceptance to adhere to all the terms and conditions herein along with applicable rules, policies etc. as may be framed by the Company from time to time.

This offer letter, duly countersigned by you, should be received by the Company on or before **28<sup>th</sup> September, 2017**, failing which this offer will stand revoked and cancelled immediately, after which the Company will not be liable or responsible to you in any manner whatsoever. Notwithstanding the above, the Company may at its own sole discretion decide to extend the date of acceptance.

Our offer is subject to (i) cross verification of your references, which the Company will also be entitled to do so at any time after you have joined the Company (ii) background checks and verification (iii) confirmation and verification of the documents already submitted and/or to be submitted by you (iv) terms and conditions herein (v) conditions set as pre-requisite for this offer (vi) conditions agreed by as post-requisite after you joining the Company (vii) Rules and policies of the Company (viii) completion of positive reference check and submission of documents as mentioned in Annexure 1 herein and (ix) any other changes implemented and applicable to you by the Management.

Your countersignature on this offer letter will be treated as your acceptance and confirmation of the all the terms, conditions, obligations, compliances, powers and discretions of the Company etc.



#### **Employment Terms and Conditions:**

Your total Salary including Benefits is INR **1,88,200** as per attached Salary Structure.

All statutory deductions including amounts towards taxes, Gratuity, Provident Fund etc. as applicable will be deducted from your Total salary including benefits as per the existing law.

Please note that you will only be entitled to your Total salary including benefits. You will not be entitled to any other amounts nor will you raise any such claim against the Company in this respect. You will not be entitled to any other benefits/payments from the Company, including gratuity etc. which is not deducted from your Total salary including benefits, in any manner whatsoever. It is clarified that you will not be entitled to any payments made by the Company on your behalf and not forming part of your Basic Pay, statutory or otherwise.

The Company may at its sole discretion and as it deems fit, pay you any another amounts in the form of benefit, which decision is the absolute privilege and prerogative of the Company. It is clarified that this decision and discretion exercised by the Company solely will not be construed and/or interpreted as a right either vested or granted to any employee. All amounts paid to you including the Total salary including benefits will be in accordance with Company policy as modified from time to time.

**Working Hours** — The normal working hours of the Company will be between 10:00 AM and 7:00PM from Monday to Friday. The working hours and/or working days may be extended, curtailed and/or changed depending on each project needs and requirements and/or on a need basis for any work assignment. It is necessary that any such extension if sought by the employee, will be subject to prior approval of the Company. The Company may enforce such changes at its discretion. The above conditions will change as applicable to employees who are working in client locations or handling clients at other geographical locations, where they shall follow the working time lines in the respective time zones or geographical areas, subject to the consent and approval of the Company. You will be required to work in different geographies and time zones based on Company's business need.

**Work Location**— You will primarily be based in Kochi, Kerala. The Company however reserves its right to depute you at its sole discretion to any of its present, prospective or future locations and/or subsidiary locations and/or customer sites, within or outside India, as and when the need arises. The

Employee Code : UT/17-09/45

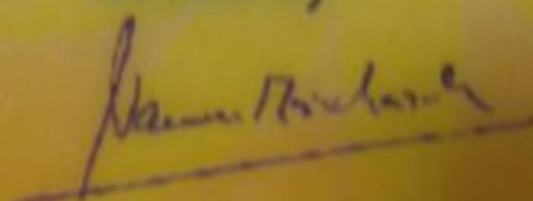
DOB : 14-09-1994

Blood Group : O-

Contact No. : 8606219555

Address : Vellappakuzhiyil (H)  
Mekkadampu (PO)  
Muvattupuzha  
PIN : 682316

Issued by



This card is issued for identification purpose only.

Please surrender this card immediately upon cessation of employment.

If found lost, please return to the below mentioned address





utsav®

Celebrating fashion, everyday

40/9647, M.G Road, North End, Kochi, Ernakulam- 682 035, Kerala.

Ph: 0484- 4000020/80, 2371925, Email: info@utsavcelebrate.com

 Utsavkochi

 +91 8943359557

**utsav**<sup>®</sup>

Celebrating fashion, everyday



**Betssy Regi**  
**Assistant HR & Admin.**  
01-09-2017



27<sup>th</sup> September, 2017

Reference No. NGA HR/Offer/2017/277

Dear Tony,  
Tharayil(H), Thaikkattukara P O,  
Kunnathery,  
Aluva – 683106

We refer to your application for the post of **Trainee Associate** and the subsequent interview and discussions held at our office in this regard.

Subject to your acceptance of the terms and conditions herein along with the prevailing applicable rules and policies of the Company, we hereby appoint you for the post of **Trainee Associate**. You are required to report for the said post at our office on **05<sup>th</sup> October, 2017 at 9 AM**.

All formalities and requisites along with pre-joining conditions and formalities will be completed by you on the said date. This offer is conditional upon the Company receiving this offer letter duly countersigned by you thereby confirming your acceptance to adhere to all the terms and conditions herein along with applicable rules, policies etc. as may be framed by the Company from time to time.

This offer letter, duly countersigned by you, should be received by the Company on or before **28<sup>th</sup> September, 2017**, failing which this offer will stand revoked and cancelled immediately, after which the Company will not be liable or responsible to you in any manner whatsoever. Notwithstanding the above, the Company may at its own sole discretion decide to extend the date of acceptance.

Our offer is subject to (i) cross verification of your references, which the Company will also be entitled to do so at any time after you have joined the Company (ii) background checks and verification (iii) confirmation and verification of the documents already submitted and/or to be submitted by you (iv) terms and conditions herein (v) conditions set as pre-requisite for this offer (vi) conditions agreed by as post-requisite after you joining the Company (vii) Rules and policies of the Company (viii) completion of positive reference check and submission of documents as mentioned in Annexure 1 herein and (ix) any other changes implemented and applicable to you by the Management.

Your countersignature on this offer letter will be treated as your acceptance and confirmation of the all the terms, conditions, obligations, compliances, powers and discretions of the Company etc.





October 12, 2017  
NGA HR/App/2017/028

Anil Varghese,  
Kochi

NGA HR (India) Pvt. Limited  
Carnival Infopark, Phase 2,  
Kusumagiri Post  
Kakkanad, Kochi - 682 030  
INDIA

T : +91 484 4145555  
F : +91 484 4145508  
CIN : U74900MH2007PTC174519  
www.ngahr.com

Dear Anil,

With reference to the offer letter dated **October 10, 2017** we are pleased to appoint you to the post of "**Trainee Associate**" in our organization at **NGA Human Resources Kochi** with effect **October 12, 2017** on the following terms and conditions.

NGA Human Resources Kochi has appointed you initially on a probation period of 6 months. After the 6 months period, NGA Human Resources Kochi would evaluate your performance and results and thereafter either (1) confirm your appointment or (2) extend your probation period for such further period as may be deemed appropriate by NGA Human Resources Kochi or (3) discontinue your services with or without the notice period. The decision will be informed to you in writing and non-receipt of any such communication will be not construed as confirmation of your services nor an extension of your probation period. NGA Human Resources Kochi has the complete discretion to either confirm or extend your probation period or discontinue your services and the said decision will be final and not subject to any question by any person or authority.

You will be paid a CTC of INR **188200/- (One Lakh Eighty Eight Thousand and Two Hundred Only)** per annum as per the details indicated in the Annexure, specifically subject to conditions under Clause V, VI and VII to the Annexure.

You would appreciate the need to treat compensation as a highly individual and confidential information, which ought to be discussed only with your local HR and you are to comply with the tax laws in letter and spirit. Sharing or discussing individual compensation with anyone other than HR shall result in disciplinary action.

Initially, you will be reporting to the Manager who is in-charge of the project. This may change from project to project. Staffing on projects is done at the discretion of the Company.

Your employment will be subject to the terms & conditions of the Company as prevailing from time to time. The current terms & conditions of employment are attached herewith, which you are to acknowledge having received.

Please return the duplicate copy of this letter duly signed in confirmation of your acceptance of the terms and conditions.

We hope you will find your career with us challenging & rewarding, both professionally and personally.

Yours Sincerely,

Human Resources

NGA\_HR\_TP\_Appointment Letter\_Ver 3.0

Rev Date: 15/09/2017

Proprietary and Confidential to NGA Human Resources

**NGA HR ( India ) Private Ltd.**

Registered & Corporate Office : 3rd Floor, Madhu Industrial Estate, Pandurang Budhkar Marg, Worli, Mumbai - 400 013, India  
Tel : +91 22 66243200, Fax : +91 22 66243240, Website : www.ngahr.com



#### **Employment Terms and Conditions:**

Your total Salary including Benefits is INR **1,88,200** as per attached Salary Structure.

All statutory deductions including amounts towards taxes, Gratuity, Provident Fund etc. as applicable will be deducted from your Total salary including benefits as per the existing law.

Please note that you will only be entitled to your Total salary including benefits. You will not be entitled to any other amounts nor will you raise any such claim against the Company in this respect. You will not be entitled to any other benefits/payments from the Company, including gratuity etc. which is not deducted from your Total salary including benefits, in any manner whatsoever. It is clarified that you will not be entitled to any payments made by the Company on your behalf and not forming part of your Basic Pay, statutory or otherwise.

The Company may at its sole discretion and as it deems fit, pay you any another amounts in the form of benefit, which decision is the absolute privilege and prerogative of the Company. It is clarified that this decision and discretion exercised by the Company solely will not be construed and/or interpreted as a right either vested or granted to any employee. All amounts paid to you including the Total salary including benefits will be in accordance with Company policy as modified from time to time.

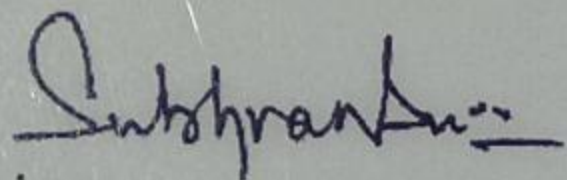
**Working Hours** — The normal working hours of the Company will be between 10:00 AM and 7:00PM from Monday to Friday. The working hours and/or working days may be extended, curtailed and/or changed depending on each project needs and requirements and/or on a need basis for any work assignment. It is necessary that any such extension if sought by the employee, will be subject to prior approval of the Company. The Company may enforce such changes at its discretion. The above conditions will change as applicable to employees who are working in client locations or handling clients at other geographical locations, where they shall follow the working time lines in the respective time zones or geographical areas, subject to the consent and approval of the Company. You will be required to work in different geographies and time zones based on Company's business need.

**Work Location**— You will primarily be based in Kochi, Kerala. The Company however reserves its right to depute you at its sole discretion to any of its present, prospective or future locations and/or subsidiary locations and/or customer sites, within or outside India, as and when the need arises. The



**Vishak K C**

Employee ID : MM10053944



Issuing Authority



**EMILY ALEXANDER**  
**Office Admin**

**BLUE WATER**  
**TECHNOLOGIES**

*A Complete Water Solution*

KCPMC Building, Nedumkandam P.O  
Idukki Dt., Kerala, Pin : 685553

To,  
Nigi James  
Mobile: 9745757598  
Email: nigijames4@gmail.com

## OFFER OF APPOINTMENT

Dear Nigi James,

It is our pleasure to extend the following offer of employment to you on behalf of XM Software Solutions Pvt. Ltd., (an associate of UAE Exchange group), further to the interview and discussions you have had with us. You are appointed to the position of "Trainee" and in this capacity, you will report directly to **Senior Manager – Contact Centre**.

You are expected to join on or before **21-May-2018** failing which this offer will be automatically deemed cancelled and void. Please confirm your acceptance of this offer and your Date of joining on or before **19-May-2018**.

The Annual compensation (CTC- Cost to Company) that will be extended to you will be Rs 1,96,468 (One Lakh Ninety Six Thousand Four Hundred And Sixty Eight). The breakup of this salary is appended in the Annexure. In Addition to this, you will be eligible for Performance Bonus which will be calculated based on your Performance achievements. You will be on a probation period of six months. On your joining, we shall extend a formal Appointment order with all relevant details including the guidelines, policies etc. of the organization. You are expected to submit self-attested copies of the following on your date of joining –

1. Marks sheet for all courses from Xth class till your last educational qualification.
2. Relevant details/certification pertaining to any Professional course completion.
3. Permanent Account Number (PAN), Passport including Visa Details
4. Address Proof (Permanent and Current)
5. UAN Number for EPF Account.
6. Detailed CV in hardcopy with 4 recent Color passport size photograph.

Please note: the offer is subjected to successful clearance of Background verification which will be initiated on or prior to your joining.

We are excited to welcome you to be a part of this ever growing, passionate team of XM Software Solutions.

# unimoni



**NIGI JAMES**

**Trainee - Contact Centre**  
**Emp ID: 02438**



UGBS/HR/325/2018  
20-11-2018

**Nigi James**  
Emp ID: 2438  
Trainee  
Contact Centre

**Letter of Confirmation**

**Dear Nigi James,**

Consequent to the review of your performance during your probation, we have the pleasure in informing you that your services are being confirmed as **Trainee, Contact Centre** with effect from **21<sup>st</sup> November 2018**.

All other terms and conditions as detailed in your appointment letter remain unchanged.

We look forward to your valuable contribution and wish you all the very best for a rewarding career in the organization.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

For Unimoni Global Business Services

A handwritten signature in black ink, appearing to be "N. James", written over a horizontal line.

**Manager – Human Resources**

**Unimoni Global Business Services Private Limited**

*(Formerly known as XM Software Solutions Private Limited.)*

Registered Office: Door No 65/619, The New Indian Express Building,

Kaloor, Kochi 682 017, Kerala, India | T: 0484 3043767 / 0484 2402332 | CIN: U72200KL2006PTCO19774

admin.department@unimoni.com | www.unimoni.com/gbs

**ANNEXURE - III**  
**INFORMATION SHEET**

**Name :**  
**Candidate ID :**

**1. Role and Competency Based Organization**

Infosys Limited ("Infosys" or "Company") has a role and competency based structure. A 'role' is defined as a set of responsibilities and accountabilities assigned to or expected to be carried out by a person or group.

All HR processes such as selection, training requirements, career planning, growth and compensation and benefits are based on this structure.

At Infosys, for senior management, there are titles such as Associate Vice President, Vice President, Senior Vice President and Executive Vice President. For employees holding such titles, all policies related to compensation and benefits are based on the title and role of the individual.

**2. Probation period and confirmation as a permanent employee**

You will be on probation for a period of 12 months post completion of your training and allocation to the Unit. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

In addition to your performance during the probationary period, your confirmation as a permanent employee is subject to your submitting the documents required by the Company. Two copies of the following (To be provided on the date of your joining the Company. Please refer to the clause on 'Background Checks' for further details) will constitute the required documents:

1. Class 10 (or equivalent) Marks Sheet/s
2. Class 12 (or equivalent) Marks Sheet/s
3. Graduation Marks Sheet/s
4. Final Graduation Degree Certificate
5. Post-Graduation Marks Sheet/s (if applicable)
6. Diploma Certificate (if applicable)
7. Relieving letter / experience letter (in case you are already employed) from all previous employers (as applicable)
8. Passport
9. National Skills Registry
10. PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on or before 30 days from the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").



### 3. Leave

You will be eligible for 15 working days of Earned Leave annually during your probation and for **1st and 2nd year of your service. This shall be credited on a quarterly basis as per the table below:**

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	4	4	4	3	15

Please note that in above table quarter 1 denotes the quarter you have joined and should not be read by fiscal year quarter definition.

#### Illustration:

If an employee joins the Company in quarter two of the fiscal year 2017-18, the quarter two of the fiscal year 2017-18 will be considered as the first quarter for the purpose of leave credit. Please note that leave days shall be credited on a pro-rata basis in the first quarter of your employment.

You will be eligible for 20 working days of leave annually, post your confirmation and completion of two years with the Company. The same will be credited from the quarter following your confirmation, in the below pattern:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	5	5	5	5	20

Further details will be provided to you at the time of joining.

### 4. Business Related Expenses

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

### 5. 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 and Dearness Allowance) as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year **2017-18** 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. The mode of payment for each Financial Year will be determined at the beginning of the same.

#### Illustration:

Bonus amount mentioned in the Compensation Details sheet (at 100%) for a certain employee is INR. 1,000 per month. 95% of this amount, i.e. INR. 950, would be paid out to the employee per month. The balance amount of INR 50 per month shall be consolidated and paid out at the end of the fiscal year.

## 6. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

## 7. National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. Any contribution made by an employer to the employee's Tier I NPS account will be exempt from taxes for the employee. This would be over and above the INR 1 lakh exemption limit defined under section 80C of the IT Act. The exemption from taxes is available for a maximum contribution of 10% of Basic + Fixed Dearness Allowance (FDA) of the employee in a Financial Year.

### Details

Your contribution to NPS will be carved out of your Basket of Allowances (BOA) as a separate component and will be equal to the amount you intend to allocate under NPS. This amount will be directly remitted to the POP\* Bank associated with Infosys. BOA less NPS will continue to be paid through monthly payroll.

A maximum of 20% of your salary (Basic + FDA) can be allocated towards NPS. A minimum contribution of INR 6,000 is required annually and INR 500 per contribution.

You can open a Tier 1 account with ICICI Bank if you wish to contribute to NPS. If you already have an existing Tier 1 account with any other bank, you will need to transfer the same to ICICI Bank as that is the Point of Presence Bank for Infosys employees.

You can read the Policy, FAQs and the process document available on our Intranet for all the details once you join. The ICICI branches on our campuses will also help you with your queries.

## 8. Information Security

The role and responsibilities related to Information Security for all employees are outlined in the Information Security Policy of Infosys, which every employee is expected to abide by. All Information Security standards and guidelines will also be applicable to you. In addition, for roles that are privy to more sensitive information, specific Information Security responsibilities will be communicated at the time of joining.

## 9. Extension of Date of Joining

As per the Company policy, extension in Date of Joining will be granted only once based on medical exigencies. The request for extension must be supported with documentary evidence (Medical records and certificate). The request for extension can be sent to [offer\\_extension@infosys.com](mailto:offer_extension@infosys.com) at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

## 10. National Skills Registry

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service and quality, and in order to do this, we have maintained a strong focus on compliance. The "**National Skills Registry**" of NASSCOM, ensures more effective information security standards. In case you have not registered yourself with National Skills Registry, you would be required to do so prior to your joining Infosys Ltd irrespective of the nature of your role with us. The cost of your registration with National Skills Registry will have to be borne by you. For more information on national skills registry for registration, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com). This kit contains the document on steps/procedures for NSR registration.

Note: This document only gives indicative details of the different plans and procedures applicable to employees. The implementation of the plans mentioned here is governed by policies of Infosys and applicable legal agencies, and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources department.

[Click here to enable desktop notifications](#)

Gmail

Mor

COMPOSE

Fwd: Offer of Employment

Inbox x

Inbox (159)

Starred

Important


Sent Mail

**Drafts (19)**


Personal

Travel

More

 Mathachan

+

 Ebin Mathews



**Krishnakumar K P** <[krishnakumarkp23@gmail.com](mailto:krishnakumarkp23@gmail.com)>

to me

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

From: "Bindu Ashok Krishnan" <[bindu.ashok@cognub.com](mailto:bindu.ashok@cognub.com)>

Date: 09-Aug-2017 5:00 pm

Subject: Offer of Employment

To: <[krishnakumarkp23@gmail.com](mailto:krishnakumarkp23@gmail.com)>

Cc:

Dear Krishnakumar,  
Congratulations! With reference to your application and the subsequent interview:  
Solutions Private Ltd .

Your date of joining will be **16<sup>st</sup> of August 2017**. The detailed appointment letter v

Remuneration: Your annual total employment cost to the company would be Rs. .

Location: Thejaswini Building, Technopark Campus, Trivandrum, India

If you intend to accept this offer, kindly revert back with the acceptance letter, ar  
your response to our offer is not communicated within the aforementioned period  
communicate it to you in writing.

You are requested to bring copies of the below mentioned documents along with

- Educational Certificates
- Experience certificates (if there is work history)
- Relieving letter (if there is work history)
- Three passport sized photographs
- Proof of age (Passport/Voters ID etc )

Date: 25/09/2017

Dear Mr. Lijo Jose,

This is in reference to your job application and subsequent interview you had with us, for the position **PHP Developer** in our organization.

We are pleased to inform that you are selected for the above mentioned position we had with us. We offer you this employment for the above mentioned position on mutually agreed terms and condition. Your salary structure and allowances will be given to you at the time of appointment as mutually agreed.

• **You are required to send copies of the following:**

- a) Latest Passport size photograph
- b) Service Certificates of your previous jobs.
- c) Birth Certificate / School Leaving Certificate showing date of birth
- d) Educational Qualification Certificates
- e) ID Proof

• **On joining you will be required to furnish:**

- a) Relieving letter and Experience Certificate from your present employer.
- b) Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall commence the employment with us on **3<sup>rd</sup> October 2017**. Please accept this offer letter not later than **27<sup>th</sup> September 2017** else it will be treated as non-acceptance, and this offer will be redundant automatically. Our detailed letter containing terms and conditions will be given to you at the time of joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter. Once again we welcome you to our team.

Yours faithfully,  
For CRS Technologies India Pvt Ltd

Name: Anna N  
Designation: Director

Accepted \_\_\_\_\_  
(Signature)

31-Jan-2018

Dear Minu Mary Francis,  
BSc, Chemistry  
Nirmala College, Muvattupuzha



**Candidate ID** – 11436315

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature :**

**Date:**

### Annexure A

**Name:** Minu Mary Francis **Designation:** Graduate Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6,500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2,000	24,000
4	Special Allowance*	5,206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
6	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant. *Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*



# GOAN INSTITUTE® INTERNATIONAL

CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

Date: 19<sup>th</sup> April 2018

To,

**The Placement Officer,**

**Nirmala College, Muvattupuzha**

Sir/Ma'am,

We express our gratitude for your hospitality during the time of our gathering and in interview in your college.

As per the interview and test conducted in your esteemed organization, the following students have been short-listed for the post of 'Skill Development Faculty [Language Trainer] in Goan Institute International Consociation of Education [GICE]. Kindly inform the students about the salary offered and the college management can inform us about the number of students who are interested going ahead for joining with GICE. The given salary may increase if the candidates are performing better in the upcoming sessions.

The further details will be communicated immediately.

	<b>Names of the candidates</b>	<b>Monthly Salary</b>
1	Ann Maria Jose	Rs 15000/-
2	Stephy James	Rs 17000/-
3	Anita Thomas	Rs16500/-
4	Angel Mary John	Rs 15500/-
5	Akash.M. Nair	Rs 16500/-
6	Vijay .P.Prince	Rs 16500/-

GICE,Groundfloor,Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994, +919947493939.E-Mail: gicerecruitment@gmail.com,giceworld@gmail.com





# GOAN INSTITUTE® INTERNATIONAL

CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

7	Swapna Lukose	Rs 15000/-
8	Paul Newman Joy	Rs 14500/-
9	Jestin George	Rs 14000/-
10	Abhijith .K.Gopi	Rs 16000/-
11	Chinnu Rose Joseph	Rs 14000/-
12	Bini Paul	Rs 13000/-
13	Aslam Salim	Rs 15000/-
14	Gopika Rajmohan	Rs 14000/-
15	Smruthy Sathyanath	Rs 15500/-
16	Sona John	Rs 15500/-

Regards

For GOANINSTITUTE®INTERNATIONAL CONSOCIATION OF EDUCATION  
Pvt.Ltd[GICE]

HR.Department. 0484-2801994, +919947493939

[www.gicenglisghgroup.com](http://www.gicenglisghgroup.com), [www.facebook.com/goaninstitute](http://www.facebook.com/goaninstitute)

GICE,Groundfloor,Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994, +919947493939.E-Mail: [gicerecruitment@gmail.com](mailto:gicerecruitment@gmail.com),[giceworld@gmail.com](mailto:giceworld@gmail.com)



# GOAN INSTITUTE® INTERNATIONAL

CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

12-38

Date: 19<sup>th</sup> April 2018

To,

**The Placement Officer,**

**Nirmala College, Muvattupuzha**

Sir/Ma'am,

We express our gratitude for your hospitality during the time of our gathering and in interview in your college.

As per the interview and test conducted in your esteemed organization, the following students have been short-listed for the post of 'Skill Development Faculty [Language Trainer] in Goan Institute International Consociation of Education [GICE]. Kindly inform the students about the salary offered and the college management can inform us about the number of students who are interested going ahead for joining with GICE. The given salary may increase if the candidates are performing better in the upcoming sessions.

The further details will be communicated immediately.

	<b>Names of the candidates</b>	<b>Monthly Salary</b>
1	Ann Maria Jose	Rs 15000/-
2	Stephy James	Rs 17000/-
3	Anita Thomas	Rs16500/-
4	Angel Mary John	Rs 15500/-
5	Akash.M. Nair	Rs 16500/-
6	Vijay .P.Prince	Rs 16500/-

GICE, Groundfloor, Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994, +919947493939. E-Mail: gicerecruitment@gmail.com, giceworld@gmail.com

# RUBY SEVEN STUDIOS

12-18

To  
Mr. Albin John  
Cheruparambil House,  
Vazhakulam P.O.,  
Muvattupuzha  
Ernakulam - 686670

9<sup>th</sup> January 2018

Dear Mr. Albin,

**Sub: Offer Letter for Employment**

As per the interviews we had with you please find the Offer of Employment vide offer letter number RSS/COK/HR/404 dated 9<sup>th</sup> January 2018, for the post of **Junior Game Statistician-Trainee**. You will be employed in our India Studio.

This offer letter is valid subject to a positive feedback in our pre-employment verification as well as submission of following documents in original by you:

1. Educational Certificates (10<sup>th</sup> Passing Certificate, 12<sup>th</sup> Passing Certificate, Graduation Passing Certificate, Post Graduation Passing Certificate)
2. Relieving Letter from present employer (if applicable)
3. Last 3 months Salary Slip from present employer (if applicable)
4. Experience Letter from previous companies (if applicable; to be submitted on day of joining or within one month from the day of joining)

Please ensure that you will be submitting the documents/testimonials on or before you joining the services failing which your appointment stands cancelled.

Yours truly,

**Authorized Signatory**  
**Ruby Seven Studios Inc.**

---

275 Hill Street, Suite 230, Reno, NV. 89501, United States  
5<sup>th</sup> Floor, Phase III, Leela Infopark, Kakkanadu, Kochi, Kerala, India. PIN – 682042  
Phone: +91-484-4059440 Fax: +91-484-4059441  
Web: <http://rubyseven.com>



12-18

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184127069/Chennai**  
**Date: 20/03/2018**

Ms. Aleena Shaji  
Kalambukatt (H)Kalloorkad,  
Kalloorkad,  
Muvattupuzha-686668,  
Kerala.  
Tel# -9446102018

Dear Aleena Shaji,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184127069**

**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



12-18

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184117520/Chennai**  
**Date: 04/04/2018**

Ms. Jeslin Joseph  
Pynadathu House, Pandappilly P O, Muvattupuzha, Kerala Pandappilly,  
Pandappilly,  
Muvattupuzha-686672,  
Kerala.  
Tel# -9744468581

Dear Jeslin Joseph,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184117520**

**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



17-18

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184122088/Chennai**  
**Date: 20/03/2018**

Ms. Deepthy Augustine  
Kalapurackal (H)Kalayanthani (P.O),  
Thodupuzha,  
Thodupuzha-685588,  
Kerala.  
Tel# -

Dear Deepthy Augustine,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184122088

**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



12-18

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184122722/Chennai**  
**Date: 04/04/2018**

Ms. Merin Mathew  
Varikkattu House Ayavana P.O Muvattupuzha,  
Muvattupuzha,  
Muvattupuzha-686668,  
Kerala.  
Tel# -

Dear Merin Mathew,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184122722**

**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



12-18

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184127076/Chennai**  
**Date: 04/04/2018**

Ms. Mariya Raju  
ThayyilNediyasala,  
Thodupuzha,  
Thodupuzha-685608,  
Kerala.  
Tel# -

Dear Mariya Raju,

**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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184127076**

**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 Service Centre: 1800 209 3111 Email: careers@tcs.com



12-18



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184120443/Chennai**  
**Date: 20/03/2018**

Ms. Ann Maria Reji  
Thalanchira (H),  
Arkuzha,  
Thodupuzha-685608,  
Kerala.  
Tel# -

Dear Ann Maria Reji,

**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 ₹1,89,402/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, 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/DT20184120443**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

1

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

From: ainesh zacharias <[aineshzacharias309@gmail.com](mailto:aineshzacharias309@gmail.com)>  
Date: Tue 20 Mar, 2018, 7:32 PM  
Subject: Fwd: TCS Offer Letter  
To: ZACHARIAS JOSEPH <[mzachjoseph@gmail.com](mailto:mzachjoseph@gmail.com)>

1278

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

From: "TCS Recruitment - Entry Level" <[recruitment.entrylevel@tcs.com](mailto:recruitment.entrylevel@tcs.com)>  
Date: 20-Mar-2018 5:18 PM  
Subject: TCS Offer Letter  
To: <[aineshzacharias309@gmail.com](mailto:aineshzacharias309@gmail.com)>  
Cc:

Dear Ainesh Zacharias,

We are delighted to inform you that you have been successful in our selection process.

Your Offer Letter is shared in the mail as an attachment.

You are required to accept your offer letter online using your login credentials.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link: <https://nextstep.tcs.com>.
2. Login to the system using the following credentials.

DTRef ID: DT20184119430

Password: Ainesh309@

3. To accept the offer letter, click on Offer Letter.
4. Click on **I Accept** button to accept the offer
5. Once you accept the offer letter, you can download the same.

We will be in touch with you to keep you abreast of the latest happenings at TCS.  
Looking forward to hearing from you soon!

For any query, please contact 1800-209-3111 (toll free) / [ilpsupport@tcs.com](mailto:ilpsupport@tcs.com)

Warm Regards,  
Talent Acquisition Group  
TATA Consultancy Services

TCS NextStep App is now available on Android and iPhone.

=====  
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you

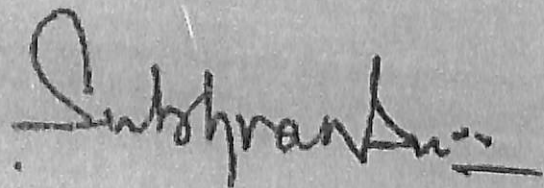


**muthoot** PABRACHAN MICROFIN



**Vishak K C**

Employee ID : MM10053944



Issuing Authority

18-19



**EMILY ALEXANDER**  
Office Admin

**BLUE WATER**  
**TECHNOLOGIES**

*A Complete Water Solution*

KCPMC Building, Nedumkandam P.O  
Idukki Dt., Kerala, Pin : 685553

CS

Scanned with  
CamScanner



GOAN INSTITUTE® INTERNATIONAL  
CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

17-18

To,

Date: 22-December- 2018

The Principal/Placement officer

Name of the College: Nirmala College, Muvatupuzha

Sir/Ma'am,

We express our gratitude for your hospitality during the time of our gathering and interview in your college. Your expertise in organizing the event was greatly appreciated.

As per the interview and test conducted in your esteemed organization, the following students have been short-listed for the post of 'Skill Development Faculty Trainer' in Goan Institute International Consociation of Education [GICE].

Kindly inform the students about the salary offered and the college management can inform us about the number of students who are interested going ahead for joining with GICE. The given salary may increase if the candidates are performing better in the upcoming sessions.

The further details will be communicated immediately.

	shortlisted candidates	Monthly Salary
1	Haira Salim	Rs 16000/-
2	Haiza Rasheed	Rs 15000/-
3	Neeraj Umesh	Rs 17500/-
4	Krishna Veni	Rs 14500/-

GICE, Groundfloor, Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994 .E-Mail: gicerecruitment@gmail.com, giceworld@gmail.com



GOAN INSTITUTE® INTERNATIONAL  
CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

5	Anugraha.K.Saji	Rs 15500/-
6	Simimol Sunny	Rs 17500/-
7	Mable Maria Baby	Rs 17500/-
8	Bilal Faisal	Rs 15500/-
9	Kaushik .K	Rs 17000/-
10	Cheky Varghese	Rs 14500/-
11	Hanna Mariyam	Rs 15000/-
12	Irdulekha .M.P	Rs 15500/-
13	Akbira Joseph	Rs 16500/-
14	Reenu Ann Abraham	Rs 15000/-
15	Anju Upendran	Rs 14500/-
16	Rejoice Tom	Rs 14500/-
17	Sagrika Singh	Rs 17500/-
18	Regeena George	Rs 16500/-
19	Mintah Baby Kanneth	Rs 17000/-
20	Paulose John	Rs 15500/-
21	Jeenu Paul	Rs 14500/-
22	Anita Anil	Rs 16000/-

GICE, Groundfloor, Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994 .E-Mail: [gicerecruitment@gmail.com](mailto:gicerecruitment@gmail.com), [giceworld@gmail.com](mailto:giceworld@gmail.com)



GOAN INSTITUTE® INTERNATIONAL  
CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

23	Serin Sara Paul	Rs 14500/-
24	Minna Jose	Rs 16500/-
25	Rithu Jose	Rs 16500/-
26	An Maria Albert	Rs 17000/-
27	Vishnupriya .K	Rs 16500/-
28	Aleena Jose	Rs 16000/-
29	Alwin Philip	Rs 16500/-
30	Amal Tom	Rs 17000/-

REGARDS

For GOANINSTITUTE@INTERNATIONAL CONSOCIATION OF EDUCATION Pvt.Ltd[GICE]

HR.Department. 0484-2801994, +919207700930

Email: gicerecruitment@gmail.com

[www.gicenglisghgroup.com](http://www.gicenglisghgroup.com), [www.facebook.com/goaninstitute](http://www.facebook.com/goaninstitute)

GICE,Groundfloor,Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994 .E-Mail: gicerecruitment@gmail.com,giceworld@gmail.com

31-Jan-2018

Dear Minu Mary Francis,  
BSc, Chemistry  
Nirmala College, Muvattupuzha



17-18

Candidate ID – 11436315

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:





Mathachan Pathiyil &lt;nirmalaseminar@gmail.com&gt;

**Fwd: Congratulations! Offer from IQVIA**

1 message

reshma mathew <reshmapathiyil@gmail.com>  
To: Mathachan Pathiyil <nirmalaseminar@gmail.com>

Mon, Feb 19, 2018 at 9:29 PM

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

From: **Singh, Amrita** <Amrita.Singh2@iqvia.com>  
Date: Tue, Feb 13, 2018 at 6:24 PM  
Subject: Congratulations! Offer from IQVIA  
To: "reshmapathiyil@gmail.com" <reshmapathiyil@gmail.com>  
Cc: "Ansari, Marium" <Marium.Ansari@iqvia.com>

Dear Reshma,

Congratulations !

On behalf of IQVIA, we are pleased to extend an offer of employment for you to join our global team. IQVIA talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.

Your annual cost to company is as per the attached document. As a new employee, your first six months of employment will be a probationary period.

We look forward to your acceptance of this offer and confirmation on date of joining. Post acceptance you will receive a system generated offer and a link from Taleo to complete the onboarding. Link is valid for a period of 48 hours and it is necessary to complete all onboarding tasks to ensure a smooth integration with our systems. You will be eligible for relocation as per company policy . Details will be shared in Taleo e-link offer.

Please let us know your tentative DOJ – **15-Feb-18**

We request you to share the following details ASAP: we request you to join us in three weeks' time frame surely.

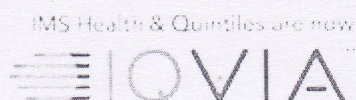
This offer is contingent on the completion of a reference check verifying your professional and educational background.

We look forward to receiving your written acceptance to join our team. We are excited to welcome you to IQVIA — where you will have great opportunities to advance your career while making a difference in patient health.

Please join us to move healthcare forward. Together.

**Amrita Singh (Talent Acquisition)**

India Staffing



Learn more about IQVIA™

# RUBY SEVEN STUDIOS

To  
Mr. Albin John  
Cheruparambil House,  
Vazhakulam P.O,  
Muvattupuzha  
Ernakulam - 686670

9<sup>th</sup> January 2018

Dear Mr. Albin,

**Sub: Offer Letter for Employment**

As per the interviews we had with you please find the Offer of Employment vide offer letter number RSS/COK/HR/404 dated 9<sup>th</sup> January 2018, for the post of **Junior Game Statistician-Trainee**. You will be employed in our India Studio.

This offer letter is valid subject to a positive feedback in our pre-employment verification as well as submission of following documents in original by you:

1. Educational Certificates (10<sup>th</sup> Passing Certificate, 12<sup>th</sup> Passing Certificate, Graduation Passing Certificate, Post Graduation Passing Certificate)
2. Relieving Letter from present employer (if applicable)
3. Last 3 months Salary Slip from present employer (if applicable)
4. Experience Letter from previous companies (if applicable; to be submitted on day of joining or within one month from the day of Joining)

Please ensure that you will be submitting the documents/testimonials on or before you joining the services failing which your appointment stands cancelled.

Yours truly,

**Authorized Signatory**  
**Ruby Seven Studios Inc.**

Monday, July 22, 2019

Alphy Mathew  
Akkappadickal House  
Madakkathanam P O  
Muvattupuzha  
Kerala 686670

Dear Ms. Alphy Mathew,

Attached, please find your appointment letter for the position of **'Trainee Data Analyst'** at Krythium Solutions Private Limited (Krythium).

- *This offer of appointment is valid up to Friday, July 26, 2019, and you are requested to email your acceptance of our offer.*
- *Attach your colour passport photo with a white background with your acceptance email in order to process your ID tag.*
- *You are expected to join Krythium Solutions Private Limited, Trans Asia Cyber Park, Infopark SEZ Phase II, Kochi 682303, on or before 10:00 a.m., Monday, August 05, 2019.*

In case you have any questions, please do not hesitate to contact us.

Thanking you,

Yours sincerely,

For Krythium Solutions Private Limited.

Teresa Verghese  
Director  
DIN: 00941951

Monday, 22 July 2019

Alphy Mathew  
Akkappadickal House  
Madakkathanam P O  
Muvattupuzha  
Kerala 686670

Dear Ms. Alphy Mathew,

We are happy to inform you that you have been selected as Trainee Data Analyst at Krythium Solutions Private Limited for a period of about six (6) months, from Monday, August 05, 2019 to Friday, January 31, 2020. Consequent to your completing your training to the satisfaction of your supervisors you may be offered employment as Data Analyst.

Compensation:

- Your stipend has been fixed at Rupees Twenty Eight Thousand (Rs. 28,000/-) per month payable in monthly instalments.

Working Hours:

- Office schedule runs from 10:00 a.m. to 7:00 p.m. Regular timings are expected of you. However, as a Trainee you are expected to put in the hours as directed by your mentor, under whose guidance you will be working.
- It is mandatory that you shall inform the office in advance, in case you are likely to be late or absent.

Other Important Considerations:

- You are expected to use the office facilities with care and work with full diligence.
- You will not take up any other post for remuneration, in any capacity.
- You are expected to maintain utmost confidentiality of your work and are not permitted to copy or carry any information from the office in any form.
- The training period may be terminated by either party with a thirty (30) day notice period or by payment in lieu of notice of one month's stipend.
- Krythium, on assessing your performance may extend your training period.

This offer of appointment is valid till Friday, July 26, 2019 and you are requested to kindly email and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter, unless and until the date is extended by Krythium and communicated to you in writing.

At the time of joining, you are requested to submit self-attested copies of the following as applicable:

1. Signed copy of the Offer of Appointment including Annexures A, B, C given to you when you report for duty
2. Pay slip copy from previous employer for the last three months, if applicable
3. Relieving Letter from your last employer, if applicable
4. Service Certificate copy from your last employer, if applicable
5. Certificates supporting your educational qualification with marks sheet\*
6. Birth Certificate/School Certificate (SSLC/ICSE/CBSE) in support of your age\*
7. Passport copy, if available\*
8. PAN Card original for opening of Salary Account and copy
9. Aadhaar Card copy\*
10. Medical Fitness Certificate, if requested
11. Police Clearance Certificate

\*All originals must be produced for verification purpose.

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

We are excited to have you on board and look forward to working with you.

Thanking you,

Yours sincerely,

For Krythium Solutions Private Limited.

Teresa Verghese  
Director  
DIN: 00941951

Dear Amitha,

**We want to welcome you to IQVIA™**

On behalf of IQVIA, we are pleased to extend an **offer of employment** for you to join us.

**Your designation will be Biostatistician Technician– Grade 120. You will be based in Kochi.**

IQVIA's talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.

Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits. Request you to review this and let us know your decision within 2 business days.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.



HRD/2T/12882812/19-20

Mr. Anandu T A  
Candidate ID: 12882812  
Thannikkal (H) South Marady P.O  
Muvattupuzha  
Ernakulam - 686673  
Kerala  
India  
Ph: (91) 80892 68814

August 7, 2019

Dear Anandu,

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  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com

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

HRD/2T/12882812/19-20

Mr. Anandu T A  
Candidate ID: 12882812  
Thannikkal (H) South Marady P.O  
Muvattupuzha  
Ernakulam - 686673  
Kerala  
India  
Ph: (91) 80892 68814

August 7, 2019

Dear Anandu,

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 **September 23, 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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Mr. Anandu T A			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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/12886265/19-20

Mr. Anjo Jenus  
Candidate ID: 12886265  
Thadathil (H) Kumaramangalam  
Part  
Thodupuzha - 685605  
Kerala  
India  
Ph: (91) 90481 84692

September 12, 2019

Dear Anjo,

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  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

HRD/2T/12886265/19-20

Mr. Anjo Jenus  
Candidate ID: 12886265  
Thadathil (H) Kumaramangalam  
Part  
Thodupuzha - 685605  
Kerala  
India  
Ph: (91) 90481 84692

September 12, 2019

Dear Anjo,

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 **November 4, 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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).

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Mr. Anjo Jenus			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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.				



Wednesday, June 19, 2019

Ann Treesa Babu  
Mankuthel House  
Ayavana P O  
Enanalloor  
Kerala 686668

Dear Ms. Ann Treesa Babu,

We are happy to inform you that you have been selected as Trainee Data Analyst at Krythium Solutions Private Limited for a period of six (6) months, from Monday, July 01, 2019 to Tuesday, December 31, 2019. Consequent to your completing your training to the satisfaction of your supervisors you may be offered employment as Data Analyst.

**Compensation:**

- Your stipend has been fixed at Rupees Twenty Eight Thousand (Rs. 28,000/-) per month payable in monthly instalments.

**Working Hours:**

- Office schedule runs from 10:00 a.m. to 7:00 p.m. Regular timings are expected of you. However, as a Trainee you are expected to put in the hours as directed by your mentor, under whose guidance you will be working.
- It is mandatory that you shall inform the office in advance, in case you are likely to be late or absent.

**Other Important Considerations:**

- You are expected to use the office facilities with care and work with full diligence.
- You will not take up any other post for remuneration, in any capacity.
- You are expected to maintain utmost confidentiality of your work and are not permitted to copy or carry any information from the office in any form.
- The training period may be terminated by either party with a thirty (30) day notice period or by payment in lieu of notice of one month's stipend.
- Krythium, on assessing your performance may extend your training period.

This offer of appointment is valid till Friday, June 21, 2019 and you are requested to kindly email and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter, unless and until the date is extended by Krythium and communicated to you in writing.





HRD/2T/12886429/19-20

Ms. Malavika B  
Candidate ID: 12886429  
Kurinjilikkattu House Kappu,  
Po  
Muvattupuzha - 686670  
Kerala  
India  
Ph: (91) 92074 53017

September 12, 2019

Dear Malavika,

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  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

HRD/2T/12886429/19-20

Ms. Malavika B  
Candidate ID: 12886429  
Kurinjilikkattu House Kappu,  
Po  
Muvattupuzha - 686670  
Kerala  
India  
Ph: (91) 92074 53017

September 12, 2019

Dear Malavika,

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 **November 25, 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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).

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Malavika B</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SOFT LOAN</b>	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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/12886290/19-20

Ms. Shameeja M Gulam  
Candidate ID: 12886290  
Hussainu Manzil Petta,  
Muvattupuzha  
Muvattupuzha - 686661  
Kerala  
India  
Ph: (91) 82813 70719

September 12, 2019

Dear Shameeja,

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  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

HRD/2T/12886290/19-20

Ms. Shameeja M Gulam  
Candidate ID: 12886290  
Hussainu Manzil Petta,  
Muvattupuzha  
Muvattupuzha - 686661  
Kerala  
India  
Ph: (91) 82813 70719

September 12, 2019

Dear Shameeja,

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 **November 4, 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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).

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Shameeja M Gulam			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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/12886296/19-20

Ms. Maria George  
Candidate ID: 12886296  
Maliackal (H), Payyanakkadavu Road ,  
Near Nirmala College Junction  
Muvattupuzha - 686661  
Kerala  
India  
Ph: (91) 98461 06618

September 12, 2019

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**

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

HRD/2T/12886296/19-20

Ms. Maria George  
Candidate ID: 12886296  
Maliackal (H), Payyanakkadavu Road ,  
Near Nirmala College Junction  
Muvattupuzha - 686661  
Kerala  
India  
Ph: (91) 98461 06618

September 12, 2019

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 **November 4, 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

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



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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Maria George			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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/12886265/19-20

Mr. Anjo Jenus  
Candidate ID: 12886265  
Thadathil (H) Kumaramangalam  
Part  
Thodupuzha - 685605  
Kerala  
India  
Ph: (91) 90481 84692

September 12, 2019

Dear Anjo,

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  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

HRD/2T/12886265/19-20

Mr. Anjo Jenus  
Candidate ID: 12886265  
Thadathil (H) Kumaramangalam  
Part  
Thodupuzha - 685605  
Kerala  
India  
Ph: (91) 90481 84692

September 12, 2019

Dear Anjo,

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 **November 4, 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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).

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)



**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Mr. Anjo Jenus			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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
<b>MONTHLY GROSS SALARY</b>				<b>16,162</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				<b>136</b>
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</b>
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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/12886260/19-20

Ms. Gilmy Jose  
Candidate ID: 12886260  
Souriyamakkel House Kavakkad  
P.O  
Muvattupuzha - 686668  
Kerala  
India  
Ph: (91) 75948 70193

September 12, 2019

Dear Gilmy,

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  
T 91 80 2852 0261  
F 91 80 2852 0362

[askus@infosys.com](mailto:askus@infosys.com)

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

HRD/2T/12886260/19-20

Ms. Gilmy Jose  
Candidate ID: 12886260  
Souriyamakkel House Kavakkad  
P.O  
Muvattupuzha - 686668  
Kerala  
India  
Ph: (91) 75948 70193

September 12, 2019

Dear Gilmy,

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 **November 4, 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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).

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Gilmy Jose			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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.				







# Group Health Centre

240 McNabb Street  
Sault Ste. Marie, ON  
P6B 1Y5  
Tel: 705-759-1234

September 11, 2019

To whom it may concern:

Jeffin Xavier has been employed as a Business Data Analyst at the Group Health Centre since May 6, 2019.

Thank you,

*Mary Lou Kennedy*

Mary Lou Kennedy  
Director, EMR Services and Business Intelligence  
Group Health Centre  
240 McNabb Street  
Sault Ste. Marie, ON  
P6B 1Y5

Dear Amitha,

**We want to welcome you to IQVIA™**

On behalf of IQVIA, we are pleased to extend an **offer of employment** for you to join us.

**Your designation will be Biostatistician Technician– Grade 120. You will be based in Kochi.**

IQVIA's talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.

Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits. Request you to review this and let us know your decision within 2 business days.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

## WORK ASSIGNMENT LETTER

Dear Ms Arathy V R

Date: 11 Oct 2019

Ref:

OfferID: TCOC1110201992700

Employee Id: 201973833

We are pleased to appoint you as Front Desk Executive with our Client located at our client project site at Kakkanad, on a fixed Term Basis. You have to complete Joining Formalities within 10 days from your joining.

In addition to this:

1. As the Project work awarded to us by our Clients is only for a certain period, your assignment with us initially will be from **09 Oct 2019** to **07 Oct 2020** as per terms mentioned in the Letter of Engagement dated **09 Oct 2019**. If however, the Project work is extended, your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting thereby to you a status of permanent employee of the Company. Your employment is governed by the contractual agreement between Innovsource Services Private Limited and Client for which your services have been engaged.
2. If however the project work awarded to us is completed before time or if is terminated for any reasons whatsoever earlier, then your services shall be terminated on such earlier date as the situation demands as per terms mentioned in your Letter of Engagement.
3. Your CTC details would be:

GROSS SALARY		STATUTORY BENEFITS	
Basic + DA	Rs. 10666/-	PF Employer	Rs. 1280/-
HRA	Rs. 5334/-	PF Admin	Rs. 53/-
Other Allowances	Rs. 0/-	ESIC Employer	Rs. 520/-
		EDLI Employer	Rs. 53/-
		Bonus	Rs. 952/-
<b>GROSS SALARY TOTAL</b>	<b>Rs. 16000/-</b>	<b>STATUTORY TOTAL</b>	<b>Rs. 2858/-</b>
PF Employee	Rs. 1280/-		
ESIC Employee	Rs. 120/-		
Professional Tax	Rs. 125/-		
<b>NET SALARY</b>	<b>Rs. 14475/-</b>	<b>COST TO COMPANY</b> (Gross + Statutory Benefits)	<b>Rs. 18858/-</b>

The net salary is subject to Income Tax

Innovsource Services Private Limited (Formerly known as "Global Innovsource Solutions Private Limited")  
 Regd.Off.: A 2, Kailas Industrial Complex, Park Site, Vikhroli (W), Mumbai 400 079. India Tel: +91 22 4218  
 0000 (B) | www.innov.in | info@innov.in | PAN NO : AAEC10979D | CIN: U74900MH2016PTC273940

Your salary is payable only through electronic payment mode such as EFT/NEFT/RTGS/ECS or account payable cheque for which you have to provide relevant information at the time of joining. One month grace period shall be provided to you on reasonable ground.

4. In addition to the Monthly Salary, you will not be entitled to any other perquisites/ allowances unless given to you in writing. Your coverage under ESIC scheme, Provident Fund scheme, and Bonus Act where applicable will be as per the government regulations. Salary would be receivable on or before 10th of the subsequent month, subject to receipt of corresponding payments from our Client where you will be deployed. Any discrepancy in the salary received needs to be reported to our nearest branch within 7 days of receipt of salary after which, it will be considered as correct and further claims will not be entertained. Gratuity will be payable as per Payment of Gratuity Act, 1972. TDS will be deducted at Higher rate as per Income Tax Act, in case PAN number along with proof is not provided to nearest Innov Branch within 7 days of joining. Any unclaimed salary within 3 years from when it is due, will be paid to Labour Welfare Fund as per Labour Welfare Fund Act. You will be entitled to leave as per the practice followed by the client.
5. Your coverage under ESIC scheme is subject to adherence of rules & regulation of it. It is mandatory for you to submit Aadhar Card (UID) including your family within one month from the date of issuance of ESIC number, if you fail to submit the Aadhar Card (UID) within stipulated period in that case you will not be eligible to take benefits of ESIC coverage and in that Circumstances Company shall not be held responsible.
6. You are eligible under Provident Fund scheme subject to adherence of rules & regulation of it. It is also mandatory for you to submit Aadhar Card (UID), PAN Card & Bank A/c. No. with IFSC Code (collectively referred as 'KYC') within one month from your date of joining, if you fail to submit the KYC within stipulated period in that case as per PF norms you will not able to withdraw or transfer or to take any benefits of PF and in that circumstances company shall not be held responsible or liable.
7. Since our Client undertakes contract projects, you may be required to work at different project sites and are likely to be deputed in any establishment within the city or outside the city including outside the State for the purpose of discharging your duties as and when the situation demands, at the said working hours.
8. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation. At all time during the tenure of this Contract of employment you will be bound by any Rules & Regulations enforced by the management from time to time in relation to the conduct, discipline, leave, holidays or any other matters relating to service conditions.
9. Either party can terminate the contract during the existence of a work assignment by providing a notice of One Month to the other Party if you have completed 6 months or more else notice of Fourteen days is to be provided. This is as per the terms laid out in the Letter of Engagement. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our clients. Your continuance in employment is subject to your remaining physically and mentally fit. As and when required, the Management may require you to submit yourself to medical examination by a physician of the choice of the management.
10. This letter is being sent to you in duplicate, Please return two copies of the same, duly signed as the token of acceptance this Contract of employment with the above terms and conditions.

Yours faithfully,

Acceptance

**For Innovsource Services Private Limited**

I have received the Work Assignment Letter and agree to the terms and conditions contained thereto



**Ms Arathy V R**

Innovsource Services Private Limited (Formerly known as "Global Innovsource Solutions Private Limited")  
Regd.Off.: A 2, Kailas Industrial Complex, Park Site, Vikhroli (W), Mumbai 400 079. India Tel: +91 22 4218  
0000 (B) | www.innov.in | info@innov.in | PAN NO : AAEC10979D | CIN: U74900MH2016PTC273940

Authorised Signatory Authorised Signatory

(Signature & Date)

## Letter of Engagement with our Clients/Business Partners

Dear Ms Arathy V R

Date 11 Oct 2019

Employee Id: 201973833

Offer ID: TCOC1110201992700

1. Innovsource Services Private Limited (also known as "Innov") is involved in the business of providing services to manage key business processes of our Clients/ Business Partners. Based on your interaction with us, we wish to confirm your registration with us for the purpose of selection to perform any service ("Work Assignment") that may be required by our Clients/ Business Partners ("Customer").
2. It is understood that mere registration with Innov does not guarantee you any Work Assignment and is subject to selection by Innov and/or its Customers. Innov may offer to engage you to perform specific Work Assignments from time to time for any of its Customers at a specified location and you may choose to accept such offer at your discretion.
3. The terms of this letter ("Engagement Letter") shall govern your relationship with Innov now and in the future. Each Work Assignment will be governed by the terms of this letter and the specific Work Assignment Letter. In the event of any inconsistency, the terms of the relevant Work Assignment Letter shall govern.
4. Execution of any Work Assignment Letter by you shall be a full and complete acceptance by you to perform the services. Upon acceptance, you shall;
  - I. fully perform the services, in a professional manner, at the Customer's location till the completion of the term of the Work Assignment;
  - II. during the term of the Work Assignment, render services exclusively to the Customer and such performance shall not be inconsistent with any obligation you may have to other third parties;
  - III. not engage in any conduct detrimental to the interests of the Customer or Innov;
  - IV. not receive any payments of any nature directly from the Customer unless agreed to by Innov;
  - V. not, either directly or indirectly, offer yourself for employment with the Customer, its agencies or its affiliates during the period of the Work Assignment without the prior permission of Innov;
  - VI. comply with the safety, health, environment and other rules and regulations of the Customer provided that you have been made aware of the same;
  - VII. report and be present at the Customer's designated location during the working hours mentioned in the applicable Work Assignment Letter;
  - VIII. extend all co-operation to the Customer's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the applicable Work Assignment Letter so as to effectively undertake the Work Assignment.
5. At the end of each Record Period, as mentioned in the Work Assignment Letter, or at the completion of the Work Assignment, whichever is applicable, you will deliver to the Customer, a Time Sheet (or any other format/ register as required by the Customer) containing the number of hours worked in any given day at the Customer's location and such other details as may be prescribed by Innov and produce the same to Innov upon request.
6. As consideration for the services performed during any Work Assignment, Innov will pay you remuneration, as per the Work Assignment Letter. Innov will be entitled to make deductions as per applicable law or in respect of any amounts due to Innov or the Customer from you. You will be reimbursed any approved expenses subject to your submitting original bills/ declarations as required by Innov and/or the Customer.

Innovsource Services Private Limited (Formerly known as "Global Innovsource Solutions Private Limited")  
Regd.Off.: A 2, Kailas Industrial Complex, Park Site, Vikhroli (W), Mumbai 400 079. India Tel: +91 22 4218  
0000 (B) | www.innov.in | info@innov.in | PAN NO : AAEC10979D | CIN: U74900MH2016PTC273940

7. Any intellectual property that results from work performed by the Individual under any Work Assignment Letter shall be the property of the Customer and the Individual agrees to assign/ transfer to the Customer, the worldwide, perpetual and entire right, title, and interest in all intellectual properties including all rights to obtain, register, perfect, and enforce patents, copyrights, and other intellectual property protection under any laws and conventions.
8. All proprietary information/ material of the Customer that is made known to you during the term of the Work Assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such proprietary information/ material. You agree that all information, correspondence, documents, materials or items provided to you by the Customer or Innov are provided to you in trust and on lapse/ termination of the Work Assignment, you shall promptly return all such material to the Customer or Innov, as the case may be.
9. You agree that this Letter of Engagement creates no obligation on the part of either party unless you are selected for a particular Work Assignment and you execute the relevant Work Assignment. By executing this Letter of Engagement, neither do we offer you employment with Innov nor do you become an employee of Innov. The terms of this Letter of Engagement shall however govern any Work Assignments that you undertake to perform.
10. Should you be selected to perform the Work Assignment, the nature of your relationship with Innov will be that of Employment/ Contract of Service for a period mentioned in the Work Assignment Letter. Upon lapse or termination of the Work Assignment, your employment with Innov shall stand terminated forthwith.
11. Except for lapse of a Work Assignment due to completion, if either Party wishes to terminate the Work Assignment during its existence, the terminating Party shall provide a notice of One Month to the other Party for Work Assignments of duration 6 months or more. However, in case of Work Assignments of duration under six months duration, a notice period of Fourteen Days is required. In case you fail to give the above notice, the salary in lieu of notice will be recovered from you.  
  
This is as per the terms laid out in the Letter of Engagement. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our clients. Your continuance in employment is subject to your remaining physically and mentally fit.
12. It is mandatory to you to submit Aadhar Card (UID), PAN Card, Bank Account Details and IFSC code (collectively referred to as 'KYC documents') within 7 days of joining or till first pay month for the purposes of statutory & compliance. If you fail to submit the same within the stipulated period, the amount of Rs.500/- per month will be deducted from your salary for non – compliance of KYC for first 3 months, thereafter Rs.750/- per month will be deducted from your salary. On the receipt of KYC documents, the company shall refund you the amount deducted in your subsequent salary. Please note that, as per PF norms you shall not be able to transfer or withdraw Provident Fund (PF) contribution, till the updating of KYC documents.
13. Your continuance in employment is subject to your remaining physically and mentally fit. Further, as and when required, the Management may require you to submit yourself to medical examination by a physician of the choice of the management.
14. In case there is no Work Assignment subsisting, either party may terminate this Letter of Engagement forthwith by sending notice in writing. If a Work Assignment is subsisting, this Letter of Engagement can be terminated only co-terminus with the relevant Work Assignment as per the notice period required for termination of the Work Assignment as above.
15. Termination of this Letter of Engagement shall not affect the obligations of the parties that have been incurred prior to termination and Innov will promptly settle all your dues after making applicable deductions. Further, obligations relating to confidentiality and intellectual property shall continue after termination/ expiry of this Letter of Engagement or the Work Assignment.
16. You agree to defend, indemnify and hold Innov or the Customer harmless from any and all claims, damages, liability, attorneys' fees and expenses on account of your failure to satisfy any of your obligations under this Letter of Engagement or under the Work Assignment Letter or for misconduct, violation of any law or creation of any legal liability by you.

**Innovsource Services Private Limited (Formerly known as "Global Innovsource Solutions Private Limited")**  
Regd.Off.: A 2, Kailas Industrial Complex, Park Site, Vikhroli (W), Mumbai 400 079. India      Tel: +91 22 4218  
0000 (B) | www.innov.in | info@innov.in | PAN NO : AAEC10979D | CIN: U74900MH2016PTC273940

17. To create and maintain safe work environment, free from sexual harassment & discrimination for all employees the company has policy for prevention of sexual harassment (posh), you can reach us through email: [posh@innov.in](mailto:posh@innov.in) for necessary assistance.
18. Any dispute between the Individual and Innov shall be referred to a sole arbitrator to be selected from a list of arbitrators nominated by Innov. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act, 1996, at Mumbai, India. This engagement letter shall be governed in all respects by the laws of India.
19. In addition to the terms contained herein, your relationship with Innov may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Innov.

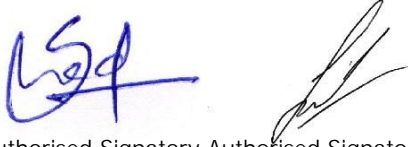
**You can reach us through (1) Call on Toll Free No. 1800-22-4456 (2) Email to [ar@innov.in](mailto:ar@innov.in) or (3) WhatsApp on 9930346641.**

We request you to please sign a duplicate copy of this letter and return the same to us, indicating your acceptance of the terms mentioned herein. By signing this letter you confirm that you have read, fully understood and accepted the terms of this letter.

Warm regards,

Yours faithfully,

**For Innovsource Services Private Limited**



Authorised Signatory Authorised Signatory

Acceptance

I have received the Work Assignment Letter and agree to the terms and conditions contained thereto

**Ms Arathy V R**

(Signature & Date)



**New Form No.-11 -Declaration Form**

(To be retained by the employer for future reference)

**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
**Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &**  
**Employees' Pension Scheme, 1995 (Paragraph 24)**

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and / or EPS, 1995 is applicable)

1.	Name of the member	Ms Arathy V R
2.	Father's Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	V N Ramachandran
3.	Date of Birth : (DD/MM/YYYY)	03 May 1997
4.	Gender (Male / Female / Transgender)	Female
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)	
6.	(a) Email ID: (b) Mobile No.:	7559903228
7.	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8.	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
9.	<b>Previous employment details: [if Yes to 7 and/or 8 above]</b>	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
10.	a) International Worker:	Yes / No
	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
11.	<b>KYC Details :</b> (attach if self-attested copies of following KYCs)	
	a) Bank Account No. & IFS Code	NewAccount / NewIFSC
	b) AADHAR Number	238374871373
	c) Permanent Account Number (PAN), if available	Arathy V R

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my Knowledge.
- 2) I authorize EPFO to use my Aadhar for verification / authentication / eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F Account (The Transfer Would be possible only if the identified KYC details approved by previous employer has been verified by present employer using his Digital Signature Certificate).
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:

Place:

Signature of Member

**DECLARATION BY PRESENT EMPLOYER**

A. The member Mr./Ms./Mrs. Ms Arathy V R ..... has joined on ..09 Oct 2019..... and has been allotted PF Number .....

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995

• **(Post allotment of UAN)** The UAN Allotted for the member is.....

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• The above PF account number / UAN of the member as mentioned in (A) above has been tagged with his/her UAN / previous member ID as declared by member.

• **Please Tick the Appropriate Option:-**

- The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
- As the DSC of establishment are not registered With EPFO, the member has been informed to file physical claim (Form13) for transfer of funds from his previous establishment.

Date:

Signature of Employer

Monday, July 22, 2019

Arya Viswanath  
Kothamangalam  
Kerala

Dear Ms. Arya Viswanath,

Attached, please find your appointment letter for the position of **'Trainee Data Analyst'** at Krythium Solutions Private Limited (Krythium).

- *This offer of appointment is valid up to Friday, July 26, 2019, and you are requested to email your acceptance of our offer.*
- *Attach your colour passport photo with a white background with your acceptance email in order to process your ID tag.*
- *You are expected to join Krythium Solutions Private Limited, Trans Asia Cyber Park, Infopark SEZ Phase II, Kochi 682303, on or before 10:00 a.m., Monday, August 05, 2019.*

In case you have any questions, please do not hesitate to contact us.

Thanking you,

Yours sincerely,

For Krythium Solutions Private Limited.

Teresa Verghese  
Director  
DIN: 00941951

Monday, 22 July 2019

Arya Viswanath  
Kothamangalam  
Kerala

Dear Ms. Arya Viswanath,

We are happy to inform you that you have been selected as Trainee Data Analyst at Krythium Solutions Private Limited for a period of about six (6) months, from Monday, August 05, 2019 to Friday, January 31, 2020. Consequent to your completing your training to the satisfaction of your supervisors you may be offered employment as Data Analyst.

**Compensation:**

- Your stipend has been fixed at Rupees Twenty Eight Thousand (Rs. 28,000/-) per month payable in monthly instalments.

**Working Hours:**

- Office schedule runs from 10:00 a.m. to 7:00 p.m. Regular timings are expected of you. However, as a Trainee you are expected to put in the hours as directed by your mentor, under whose guidance you will be working.
- It is mandatory that you shall inform the office in advance, in case you are likely to be late or absent.

**Other Important Considerations:**

- You are expected to use the office facilities with care and work with full diligence.
- You will not take up any other post for remuneration, in any capacity.
- You are expected to maintain utmost confidentiality of your work and are not permitted to copy or carry any information from the office in any form.
- The training period may be terminated by either party with a thirty (30) day notice period or by payment in lieu of notice of one month's stipend.
- Krythium, on assessing your performance may extend your training period.

This offer of appointment is valid till Friday, July 26, 2019 and you are requested to kindly email and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter, unless and until the date is extended by Krythium and communicated to you in writing.

At the time of joining, you are requested to submit self-attested copies of the following as applicable:

1. Signed copy of the Offer of Appointment including Annexures A, B, C given to you when you report for duty
2. Pay slip copy from previous employer for the last three months, if applicable
3. Relieving Letter from your last employer, if applicable
4. Service Certificate copy from your last employer, if applicable
5. Certificates supporting your educational qualification with marks sheet\*
6. Birth Certificate/School Certificate (SSLC/ICSE/CBSE) in support of your age\*
7. Passport copy, if available\*
8. PAN Card original for opening of Salary Account and copy
9. Aadhaar Card copy\*
10. Medical Fitness Certificate, if requested
11. Police Clearance Certificate

\*All originals must be produced for verification purpose.

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

We are excited to have you on board and look forward to working with you.

Thanking you,

Yours sincerely,

For Krythium Solutions Private Limited.

Teresa Verghese  
Director  
DIN: 00941951

**Dear Student,**

Pleased to inform that you have successfully cleared our Interview held as part of B.Sc Hiring, the Offer Letter would have been sent / will be sent shortly. Please Login to Nextstep and accept it within 7 days failing which it will go void.

All The Best and Hope to See you soon in TCS !

**Thanks & Regards,**  
**Careers Team**

**Website:** <http://www.tcs.com>

---

**Experience certainty. IT Services  
Business Solutions  
Outsourcing**

---

=====  
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

26<sup>th</sup> July, 2019

Mr. Bibin Benny  
Panthalloor House  
Thankamany P. O  
Idukki – 685609

Dear Mr. Bibin Benny,

**Sub: Offer letter for the post of – “Officer Trainee - Sales (Grade : A0 )”**

With reference to your application and the subsequent interview held, we have pleasure in making an offer of appointment to you as ‘Officer Trainee’ in **ESAF SFB**.

You will be paid an annual CTC of Rs. 2,00,000/- (Rupees Two Lakhs Only) and a detailed structure of the same will be given later. This offer takes effect from your date of joining.

You will be on training for a period of six months followed by six- month probation. Your confirmation will be based on your performance.

You shall be eligible for TA/DA as applicable to your cadre for official purposes.

You will be governed by all rules, regulations and benefits laid down by the **ESAF SFB** from time to time as applicable to your cadre.

You are requested to produce the following documents at the time of joining;

- Passport size photograph – 10 Nos.
- Attested copy of ID proof/address proof along with originals.
- Attested copies of testimonials in proof of your age, qualification, experience etc. along with originals.
- Relieving order in original from the previous employer.

Please sign and return the copy of this letter within 7 days as a token of your acceptance of this offer of appointment.

We look forward to your valuable contribution towards taking **ESAF SFB** to greater heights.

Yours sincerely,



**Dr. A. V. Jose**  
Head - HR

To: Mr. Bibin Benny, Panthalloor House, Thankamany P. O, Idukki – 685609  
CcTo: Head-HR/Finance/Personnel file.

**ESAF SMALL FINANCE BANK LIMITED**

RBI License No.: MUM 124, CIN: U65990KL2016PLC045669

Registered & Corporate Office: ESAF Small Finance Bank Limited, Building No. VII/83/8, ESAF Bhavan, Mannuthy, Thrissur - Palakkad National Highway, Thrissur - 680 651, Kerala.

Ph. No: 0487 7123456, 123457, Email: info@esafbank.com [www.esafbank.com](http://www.esafbank.com)



**Offer: BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20184846545/Chennai/BPS/BTN**

**Date: 09/01/2019**

Ms. Binitta Reji  
Kunnath (H) Perumballoor (P.O)  
St.Pious Church, Perumaballoor  
Muvattupuzha-686673  
Kerala  
Tel# 91-8078363818

Dear Ms. Binitta Reji,

**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 Siganporia**  
**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/DT20184846545/Chennai/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).

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

Signature:

Name:





**Offer: BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20184846545/Chennai/BPS/BTN**

**Date: 09/01/2019**

Ms. Binitta Reji  
Kunnath (H) Perumballoor (P.O)  
St.Pious Church, Perumaballoor  
Muvattupuzha-686673  
Kerala  
Tel# 91-8078363818

Dear Ms. Binitta Reji,

**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 Siganporia**  
**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/DT20184846545/Chennai/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).

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

Signature:

Name:



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184961012/Trivandrum**  
**Date: 26/02/2019**

Mr. Denis Jose  
Paickattu House,  
Perumballoor,  
Muvattupuzha-686673,  
Kerala.  
Tel# 91-7594870193

Dear Denis Jose,

**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.



## **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

**TCS Confidential**

**TCSL/DT20184961012**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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**

<b>Name</b>	<b>Denis Jose</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

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

##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)

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



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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.



HRD/2T/12886294/19-20

Ms. Elsa Benny  
Candidate ID: 12886294  
Nedumthadathil House  
Kavana  
Vazhakulam - 686670  
Kerala  
India  
Ph: (91) 82810 90043

September 12, 2019

Dear Elsa,

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  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com

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

HRD/2T/12886294/19-20

Ms. Elsa Benny  
Candidate ID: 12886294  
Nedumthadathil House  
Kavana  
Vazhakulam - 686670  
Kerala  
India  
Ph: (91) 82810 90043

September 12, 2019

Dear Elsa,

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 **November 4, 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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)



**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Elsa Benny			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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.				



Monday, July 22, 2019

Emmanuel Jose  
Vazhakulam  
Kerala

Dear Mr. Emmanuel Jose,

Attached, please find your appointment letter for the position of **'Trainee Data Analyst'** at Krythium Solutions Private Limited (Krythium).

- *This offer of appointment is valid up to Friday, July 26, 2019, and you are requested to email your acceptance of our offer.*
- *Attach your colour passport photo with a white background with your acceptance email in order to process your ID tag.*
- *You are expected to join Krythium Solutions Private Limited, Trans Asia Cyber Park, Infopark SEZ Phase II, Kochi 682303, on or before 10:00 a.m., Monday, August 05, 2019.*

In case you have any questions, please do not hesitate to contact us.

Thanking you,

Yours sincerely,

For Krythium Solutions Private Limited.

Teresa Verghese  
Director  
DIN: 00941951

Monday, 22 July 2019

Emmanuel Jose  
Vazhakulam  
Kerala

Dear Mr. Emmanuel Jose,

We are happy to inform you that you have been selected as Trainee Data Analyst at Krythium Solutions Private Limited for a period of about six (6) months, from Monday, August 05, 2019 to Friday, January 31, 2020. Consequent to your completing your training to the satisfaction of your supervisors you may be offered employment as Data Analyst.

Compensation:

- Your stipend has been fixed at Rupees Twenty Eight Thousand (Rs. 28,000/-) per month payable in monthly instalments.

Working Hours:

- Office schedule runs from 10:00 a.m. to 7:00 p.m. Regular timings are expected of you. However, as a Trainee you are expected to put in the hours as directed by your mentor, under whose guidance you will be working.
- It is mandatory that you shall inform the office in advance, in case you are likely to be late or absent.

Other Important Considerations:

- You are expected to use the office facilities with care and work with full diligence.
- You will not take up any other post for remuneration, in any capacity.
- You are expected to maintain utmost confidentiality of your work and are not permitted to copy or carry any information from the office in any form.
- The training period may be terminated by either party with a thirty (30) day notice period or by payment in lieu of notice of one month's stipend.
- Krythium, on assessing your performance may extend your training period.

This offer of appointment is valid till Friday, July 26, 2019 and you are requested to kindly email and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter, unless and until the date is extended by Krythium and communicated to you in writing.

At the time of joining, you are requested to submit self-attested copies of the following as applicable:

1. Signed copy of the Offer of Appointment including Annexures A, B, C given to you when you report for duty
2. Pay slip copy from previous employer for the last three months, if applicable
3. Relieving Letter from your last employer, if applicable
4. Service Certificate copy from your last employer, if applicable
5. Certificates supporting your educational qualification with marks sheet\*
6. Birth Certificate/School Certificate (SSLC/ICSE/CBSE) in support of your age\*
7. Passport copy, if available\*
8. PAN Card original for opening of Salary Account and copy
9. Aadhaar Card copy\*
10. Medical Fitness Certificate, if requested
11. Police Clearance Certificate

\*All originals must be produced for verification purpose.

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

We are excited to have you on board and look forward to working with you.

Thanking you,

Yours sincerely,

For Krythium Solutions Private Limited.

Teresa Verghese  
Director  
DIN: 00941951

11-Nov-2019

**Sreeharivishnu S S**  
**Manjeppillil House, Varappetty P O, Kothamangalam, Ernakulam,**  
**Ernakulam - 686691**

Dear **Sreeharivishnu**,

On behalf of **KPMG Global Services Private Limited** (the '**Company**'), I am pleased to offer you the position on **Associate** in **Tax** with the Company. You will be part of the **Tax-GMS team**.

You shall be based in **Kochi** and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **02-Dec-2019**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('**Company Policy**'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:

#### **A. Compensation**

##### 1. Basic Salary

Your basic salary shall be **Rs.200000/- (Two Lakh Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.

##### 2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above, you shall be entitled to a sum of **Rs.200000/- (Two Lakh Rupees)** per annum towards allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual of the Company including Employer's contribution under the Provident Fund scheme of the Company, subject to your entitlement and the policy of the Company in that regard.

#### **B. Other Entitlements**

Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

1. Bonus

You may be entitled to a performance bonus as per the Company Policy. The Company is under no obligation to operate a bonus scheme and any payment of bonus to you is solely at the Company's discretion.

2. Gratuity

You shall be entitled to payment of gratuity as per the Company Policy and subject to the applicable law.

3. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Company, if any.

4. Leave

You shall be entitled to twenty two days (working days) in a performance year in accordance with the Company Policy subject to the applicable law.

5. Maternity Benefits **[For Women employees only]**

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

**C. Miscellaneous**

1. Working Hours

You will be required to work eight (8) hours a day excluding thirty (30) minutes break for meals. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Company to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

### 3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Company means:-

- (i) trade secrets,
- (ii) lists or details of its suppliers, their services, or customers and the services and their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future of Company or any of its business or any part thereof,
- (vi) details of its employees and officers and of the remuneration and other benefits paid to them,
- (vii) information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential

3.2 You shall not, either during your employment or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your employment with the Company. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.

### 4. Employment Conditions

During the course of your employment, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your manager.

### 5. Travel

You shall travel to such places, within or outside India, as the Company may from time to time require in relation to the Company's business.

### 6. Independence and Risk Policies

We draw your attention to our independence and risk policies that apply to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide

you with all the information you need as a new joiner to be independent in your personal financial relationships. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below.

#### 7. Prevention of Insider Trading

You shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Company.

#### 8. Staff Manual

You are requested to familiarize yourself with the Company's staff manual on joining and you are required, at all times, to abide by the staff manual as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D.2 below. The terms of the staff manual shall form part and parcel of this Agreement.

#### 9. Intellectual Property

9.1 You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

### **D Termination**

#### 1. Without Cause

1.1 During the Probation Period, the Company may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you to the Company of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, you shall also be liable to reimburse to the Company any joining bonus/sign-on bonus paid to you by the Company at the time of your joining the employment of the Company.



- 1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon sixty (60) days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, you shall be liable to refund to the Company such joining bonus/sign-on bonus as paid to you by the Company which shall be in addition to the sixty (60) days written notice or salary in lieu thereof or a combination thereof.
- 1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Company may relieve you from the date as the Company may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Company policies including without limitation Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.
- 1.4 Without prejudice to the Company's right as contained in Clause 1.3, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

## 2. Breach or Misconduct

- 2.1 Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:
- (i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; or
  - (ii) found to have engaged in any other act or omission, inconsistent with your duties; or
  - (iii) found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
  - (iv) convicted of any criminal offence; or,
  - (v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

## 2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the staff manual.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Company are not the sole and exclusive remedy and are in addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document.

### 2.3 Provisional Offer

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information / particulars provided by you with regards to your educational / professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated.

### 3. Leave Beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

### 4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

### **E. Governing Law**

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your

acceptance by signing and returning a copy of this letter to the Company on or before **17-Nov-2019**, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,  
*for* **KPMG Global Services Private Limited**

**Lakshmi Venkatesh**  
**Manager**

I am pleased to accept the offer contained above.

**Sreeharivishnu S S**



HR/SO00021349-1-1-1/268879  
May 30, 2018

Febin Fathima  
Thodupuzha

Sub: Letter of Offer

Dear Febin,

This has reference to your discussion with our Senior Managers. We are pleased to appoint you as **Assoc. Software Developer, A1** for a fixed period of **12** months on a salary of Rs. **168,000.00** (Rupees **One Lakh Sixty Eight Thousand**) per annum. Your date of joining in US Technology International Pvt.Ltd (UST Global) will be **June 5, 2018** and work location is **Trivandrum - UST Office**.

1. Be it clearly understood and agree that the vacancy for the particular assignment has arisen due to unusual pressure of seasonal work and as such your placement is being made on contractual basis for a fixed period as stated above in accordance with the policies of this organization. Your contract will automatically come to an end on the expiry of the specified period and no notice pay or retrenchment compensation will be payable to you by the management. Since your assignment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one month's notice no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the aforesaid specified and fixed period of your service. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company in lieu of the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.
2. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As an employee of this company, you will maintain a high standard of loyalty, efficiency, integrity and will liaise with employee in the organization.
3. The management will be within its rights to transfer you for work or loan your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
4. You will devote your whole time and attention to the interest of the company and will not engage yourself in any other work either paid or in honorary capacity.
5. Your appointment is being made on the basis of your particulars such as qualifications etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and liable for termination without any notice or salary in lieu of notice.
6. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you.
7. You will be bound by the organization's policies, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your terms of fixed term employment.
8. In case there is any change in your residential address, you will intimate the same in writing to the Personnel Department/Manager within three days from the date of such change and get such change of address recorded.

Yours Sincerely  
For US Technology International Private Ltd.

**Vinesh George**  
Sr. Manager HR

**DECLARATION BY THE EMPLOYEE**

I accept the offer and the terms and conditions mentioned in the aforesaid letter.

**Signature of the Employee**



Annexure 1 (A)

Name: Febin Fathima,  
Designated as: "Assoc. Software Developer"

Components	Monthly Salary	Annual
Basic Salary	4,200.00	50,400.00
House Rent Allowance*	1,680.00	20,160.00
Education Allowance	200.00	2,400.00
Bonus Ex-Gratia	840.00	10,080.00
Other Allowance	6,366.00	76,392.00
Employer Contribution to PF***	504.00	6,048.00
Gratuity	210.00	2,520.00
Variable Pay		0.00
Cost to the Company (CTC)		168,000.00

\*Please note that the HRA component in your salary structure is split into two parts: HRA which is 40% of Basic Salary (for all locations) and Additional HRA which is 10% of Basic Salary for Metro locations and 0% for Non-Metro locations. As per the current HRA Policy the cities of Bangalore, Chennai, Delhi, Gurgaon and Mumbai are classified as Metro, while all other locations in India are classified as Non-Metro.

\*\*USassociates availing company transport or claiming tax exemption on fuel or maintenance reimbursements will not be eligible for tax exemption on the conveyance allowance.

\*\*\* Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.





**GOAN INSTITUTE® INTERNATIONAL**  
**CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]**

*Educational Establishment for Excellent Education*

**To,**

**Date: 22-December- 2018**

**The Principal/Placement officer**

**Name of the College: Nirmala College, Muvatupuzha**

Sir/Ma'am,

We express our gratitude for your hospitality during the time of our gathering and interview in your college. Your expertise in organizing the event was greatly appreciated.

As per the interview and test conducted in your esteemed organization, the following students have been short-listed for the post of 'Skill Development Faculty Trainer' in Goan Institute International Consociation of Education [GICE].

Kindly inform the students about the salary offered and the college management can inform us about the number of students who are interested going ahead for joining with GICE. The given salary may increase if the candidates are performing better in the upcoming sessions.

The further details will be communicated immediately.

	<b>shortlisted candidates</b>	<b>Monthly Salary</b>
1	Haira Salim	Rs 16000/-
2	Haiza Rasheed	Rs 15000/-
3	Neeraj Umesh	Rs 17500/-
4	Krishna Veni	Rs 14500/-

GICE, Groundfloor, Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994 .E-Mail: gicerecruitment@gmail.com, giceworld@gmail.com



GOAN INSTITUTE® INTERNATIONAL  
CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

5	Anugraha.K.Saji	Rs 15500/-
6	Simimol Sunny	Rs 17500/-
7	Mable Maria Baby	Rs 17500/-
8	Bilal Faisal	Rs 15500/-
9	Kaushik .K	Rs 17000/-
10	Cheky Varghese	Rs 14500/-
11	Hanna Mariyam	Rs 15000/-
12	Irdulekha .M.P	Rs 15500/-
13	Akbira Joseph	Rs 16500/-
14	Reenu Ann Abraham	Rs 15000/-
15	Anju Upendran	Rs 14500/-
16	Rejoice Tom	Rs 14500/-
17	Sagrika Singh	Rs 17500/-
18	Regeena George	Rs 16500/-
19	Mintah Baby Kanneth	Rs 17000/-
20	Paulose John	Rs 15500/-
21	Jeenu Paul	Rs 14500/-
22	Anita Anil	Rs 16000/-

GICE,Groundfloor,Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994 .E-Mail: gicerecruitment@gmail.com,giceworld@gmail.com





GOAN INSTITUTE® INTERNATIONAL  
CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

23	Serin Sara Paul	Rs 14500/-
24	Minna Jose	Rs 16500/-
25	Rithu Jose	Rs 16500/-
26	An Maria Albert	Rs 17000/-
27	Vishnupriya .K	Rs 16500/-
28	Aleena Jose	Rs 16000/-
29	Alwin Philip	Rs 16500/-
30	Amal Tom	Rs 17000/-

**REGARDS**

For GOANINSTITUTE®INTERNATIONAL CONSOCIATION OF EDUCATION Pvt.Ltd[GICE]

HR.Department. 0484-2801994, +919207700930

Email: [gicerecruitment@gmail.com](mailto:gicerecruitment@gmail.com)

[www.gicenglisghgroup.com](http://www.gicenglisghgroup.com), [www.facebook.com/goaninstitute](http://www.facebook.com/goaninstitute)

GICE,Groundfloor,Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994 .E-Mail: [gicerecruitment@gmail.com](mailto:gicerecruitment@gmail.com),[giceworld@gmail.com](mailto:giceworld@gmail.com)



HRD/2T/12886260/19-20

Ms. Gilmy Jose  
Candidate ID: 12886260  
Souriyamakkel House Kavakkad  
P.O  
Muvattupuzha - 686668  
Kerala  
India  
Ph: (91) 75948 70193

September 12, 2019

Dear Gilmy,

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  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

HRD/2T/12886260/19-20

Ms. Gilmy Jose  
Candidate ID: 12886260  
Souriyamakkel House Kavakkad  
P.O  
Muvattupuzha - 686668  
Kerala  
India  
Ph: (91) 75948 70193

September 12, 2019

Dear Gilmy,

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 **November 4, 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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Gilmy Jose			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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.				





To

Minnu Varghese  
Kuriyidom (House)  
Koovappady & P O  
Ernakulam  
Kerala - 683544

Sub: Offer of appointment as Trainee – Clinical SAS Programmer

Dear Ms Minnu,

Congratulations. We are pleased to offer you an appointment as **Trainee – Clinical SAS Programmer** with Genpro Life Sciences India Pvt Ltd, with a stipend of Rs.21,100/- per month.

The date of joining is preferably any weekday between 27 May 2019 to 20 August 2019.

During the Training period, you will not be entitled for allowances/benefits/privileges applicable to the regular employees of the Company. This offer will be subject to your being found physically, medically and mentally fit.

Your employment with us will be governed by terms and conditions referred in Annexure-A.

If you intend to accept this offer, kindly sign and return the acceptance letter enclosed, and confirm your acceptance on or before **22<sup>nd</sup> May 2019**. Please note that if your response to our offer is not communicated within the afore mentioned date, this offer stands automatically withdrawn thereafter unless and until we extend the date and communicate it to you in writing.

All new employees of Genpro will be on probation for a period of 6 months from the date of joining. After completion of probation they will be confirmed based on a performance review.

As a new member of Genpro Life Sciences India Pvt Ltd, we look forward to a long and mutually fruitful association with you.

Yours Sincerely,  
For Genpro Life Sciences India Pvt Ltd



Seema Alex  
Manager - HR

## **ANNEXURE – A**

### **Employment Terms and Conditions**

**Secrecy:** During the period of employment, you will work honestly, faithfully, diligently and efficiently for the growth of the organization. You are expected to maintain utmost secrecy regarding affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

**Conflict of Interest:** The post offered to you calls for whole time employment and you will devote yourselves exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any trade or business, during your employment with the company, without written permission from the company. You will be required to sign this Employment Agreement to this effect.

**Initial Posting:** The initial posting will be at our office in the Technopark, Thiruvananthapuram, Kerala

**Employment Agreement:** On joining the company, all new employees with less than one year of relevant professional experience shall execute an agreement/bond to serve the company for a period of 24 months. If the employee voluntarily decides to quit the company before the above mentioned period then he/she will have to furnish the company with Rs 200,000 (Two lakhs) which will be accounted towards resource utilization and training expenses incurred.

**Probation:** You will be under probation for a period of 6 months from date of joining. At the end of the probation period, your employment with the company will be confirmed based on a performance review.

**Termination of Employment:** This contract of employment is terminable by either party giving one-month (30 days) notice during probationary period and three months (90 days) notice on confirmation, provided both the parties don't have any legal bindings. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. Further, the company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the remaining period and is not bound to give any reason thereof.

**Transfer:** Though you have been engaged for a specific position, the company reserves the right to transfer you to any other location, department, establishment, or branch of the Company. In such case, you will be governed by the terms and conditions of service applicable to new assignment, without any financial loss.

**Statement of Facts:** It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per your application, and on the ability to handle any assignment/job independently anywhere in India or Overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

**Work Hours:** Your official hours of work will be from 9:30 a.m. to 6:30 p.m., Mondays to Fridays. However, you may be required to work different or additional hours or sometimes outside normal working hours if necessary, for proper performance of your duties or if business requires it.

**Leave:** Every year you are entitled to 22 working days of leave which includes 5 days of sick leave. You will be entitled to other special leaves in accordance with the policies of the Company being in force at that time. **These leaves are applicable only after probation.**

**Access to Information:** Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these is authorized through access privileges approved by Management.

**Non-disclosure:** You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that you may have pursued as an employee of the Company.

**Smoking:** We owe and assure a smoke free environment for our employees. The entire office premises including conference rooms, lobbies, cafeteria is declared as “No-Smoking Zone”.

**Passwords:** Access to our network, development environment and e-mail is through an individual’s password. For security reasons, it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking personnel have to be contacted immediately to reset the password.

**Security:** Security is an important aspect of our communication and office infrastructure. The Technopark Campus in Thiruvananthapuram provides round-the-clock personnel who take care of security. If there is need to take some of the equipments/infrastructure out of the office premises for any reason shall obtain prior permission from Management. The communication security is maintained by controlling physical access to computer systems, disabling all workstation disk drives, and a company wide awareness about the need for protection of intellectual property and sensitive customer information.

**Destroying Papers & Material:** Any official communication, which is confidential in nature, shall be destroyed after the purpose is served

**Use of Company resources:** You shall use company’s resources only for official purposes.

**Remuneration:** Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your work experience, skills, specific background, professional merit and academic scores. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

**Passport:** You may have to travel to foreign countries as and when the job demands for which you should have a valid passport with ECNR status.

**Overseas Service Agreement:** In the event of Company deputing you on an assignment abroad, you will be required to sign a deputation agreement with the Company and also execute a security bond on such terms as the company may deem appropriate. This

agreement will consist of mainly two issues namely (i) your commitment to complete the project and (ii) you returning to India after completion of project and serving the Company for a stipulated period.

**Change of information:** You shall inform the Company of any change in your personal data immediately. Any notice to be given by you shall be deemed to have been duly and properly given if delivered to you at your address in India, as recorded with the Company.

**Intellectual property Rights:** All intellectual property rights, including but not limited to, Patents, Copyrights, Methodologies and Designs shall be assignable to the Company and shall be deemed to be “work made for hire”. You shall execute/sign such documents for this purpose, as and when required by the Company.

**Jurisdiction:** Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Thiruvananthapuram only.

**General:** The above terms and conditions are based on Company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct etc, you will be governed by the rules of the Company as shall be in force from time to time.

#### *Declaration*

I hereby declare that I have gone through and understood all the terms and conditions mentioned in **Annexure –A** and I accept and agree to abide by them.

Name:

Date:

Signature:



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184903432/Trivandrum**  
**Date: 26/02/2019**

Ms. Hanan Ansar  
Kudiyil House Kizhakkara,  
Muvattupuzha,  
Muvattupuzha-686661,  
Kerala.  
Tel# 91-9387449337

Dear Hanan Ansar,

**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/DT20184903432**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: [www.tcs.com](http://www.tcs.com)

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

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



## **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

**TCS Confidential**

**TCSL/DT20184903432**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusunmagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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**

<b>Name</b>	<b>Hanan Ansar</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

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

##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)

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



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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.

UGBS/HR/325/2018  
20-11-2018

**Nigi James**  
Emp ID: 2438  
Trainee  
Contact Centre

## Letter of Confirmation

**Dear Nigi James,**

Consequent to the review of your performance during your probation, we have the pleasure in informing you that your services are being confirmed as **Trainee, Contact Centre** with effect from **21<sup>st</sup> November 2018**.

All other terms and conditions as detailed in your appointment letter remain unchanged.

We look forward to your valuable contribution and wish you all the very best for a rewarding career in the organization.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

For Unimoni Global Business Services



**Manager – Human Resources**

**Unimoni Global Business Services Private Limited**

*(Formerly known as XM Software Solutions Private Limited.)*

Registered Office: Door No 65/619, The New Indian Express Building,

Kaloor, Kochi 682 017, Kerala, India | T: 0484 3043767 / 0484 2402332 | CIN: U72200KL2006PTCO19774

admin.department@unimoni.com | www.unimoni.com/gbs

**Blood Group: B+Ve**

---

**Emergency Contact No:  
+91 484 3392600**

**Registered Office:**

**Unimoni Global Business Services  
Private Limited**

**Door No 65/619,**

**The New Indian Express Building,  
Kaloor, Kochi 682 017, India.**

**T: 0484 3043767 / 0484 2402332**

**admin.department@unimoni.com**

**www.unimoni.com/gbs**

---

**If you find this card, please return it  
to the above address.**

16/05/2018

Private & Confidential

Dear Nigi James,

## EMPLOYMENT CONTRACT

### 1. APPOINTMENT

Subsequent to your interview with us, we are pleased to offer you employment in our Company in the position of **Trainee and Career level is 12b**. If you agree to the terms and conditions contained herein, you are to report for duty on **21<sup>st</sup> May 2018** and work in accordance with the directions of your reporting official – **Senior Manager – Contact Centre**.

Your initial posting shall be based in **Kochi**. However, you may be required to serve the Company or any of its subsidiaries or associated companies in any location within or outside of India as and when required.

Your employment with the Company is subjected to (i) you providing satisfactory documentary proof of your last drawn salary, educational qualifications and work testimonials if any; and (ii) you being free from any contractual restrictions preventing you from accepting this employment contract or starting work on the above mentioned date.

### 2. CODE OF CONDUCT

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company. Smoking / Alcoholic consumption is strictly prohibited in the Company premises.

### 3. PROBATION

The initial period of 6 (six) months starting from the date of joining duty shall be treated as the probationary period. The Company reserves the right to confirm, deny, delay or accelerate your confirmation of employment, based on your conduct and performance during the probationary period, as determined by the management.

### 4. REMUNERATION

Your monthly "Compensation & Benefits" details are attached herewith as in "Annexure I". Salary reviews are based on work performance and increments are therefore granted on merit as per the Company policy in force from time to time.

### 5. ASSIGNMENTS / TRANSFER / DEPUTATION

Though you have been engaged for a specific position, the Company reserves the right to engage you in a different capacity, or to send you on training / deputation / transfer / assignments to sister companies.

**Xm Software Solutions Pvt. Ltd.**  
(Associate of UAE Exchange Centre LLC)

Block 2, Ground Floor, DLF & IT Park Sez, Shivaji Garden No,1/124 Mount Poonamallee Road, Chennai - 600 089.  
Tel. : 044 - 3046 4848 Email : admin.department@in.uaexchange.com





# anson

dream more...



**ATHIRA B RAJ**

Sales Co-ordinator

BC632

Authorised Signatory

ESAF SWASRAYA MULTI STATE  
AGRO CO-OPERATIVE SOCIETY LTD  
BUSINESS CORRESPONDENT OF



Nithin Mohandas

11904

Blood Group : B+  
Date of Birth : 06.11.1993  
Contact No : 9947694213  
Emp. Email ID :  
Address : Manalil House  
Kalloorkad  
Muvattupuzha  
Kalloorkad  
686668

Designation :  
Date of Joining : 19.12.18  
Date of Issue : 19.12.18  
Of the card  
Signature of the  
Card Holder

  
Mereena Paul  
Authorized Signatory



**ESAF SWASRAYA MULTI STATE AGRO CO-OPERATIVE SOCIETY LTD**  
Reg. No. MSCS/CR/442/2011  
Registered Office: JSR Square, Kalathole, Ollukkara P.O.,  
Thrissur - 680 655, Kerala Email: operations@escco.in  
www.esafcooperative.in Tel.: 04872 375 777

**Instruction: 1. Loss/Theft of this card should be reported to the HR Dept. 2. This card is the property of ESaf Swasraya Multi State Agro Co-operative Society Ltd.**



# Group Health Centre

240 McNabb Street  
Sault Ste. Marie, ON  
P6B 1Y5  
Tel: 705-759-1234

September 11, 2019

To whom it may concern:

Jeffin Xavier has been employed as a Business Data Analyst at the Group Health Centre since May 6, 2019.

Thank you,

*Mary Lou Kennedy*

Mary Lou Kennedy  
Director, EMR Services and Business Intelligence  
Group Health Centre  
240 McNabb Street  
Sault Ste. Marie, ON  
P6B 1Y5

**Dear JERON JOSEPH,,**  
Thank you for accepting our offer of employment.

We look forward to having you on-board Team TCS

For any query, please contact 1800-209-3111(toll free) /ilpsupport@tcs.com

Warm Regards,  
Talent Acquisition Group  
TATA Consultancy Services

=====

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



HRD/2T/12886429/19-20

Ms. Malavika B  
Candidate ID: 12886429  
Kurinjilikkattu House Kappu,  
Po  
Muvattupuzha - 686670  
Kerala  
India  
Ph: (91) 92074 53017

September 12, 2019

Dear Malavika,

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  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

HRD/2T/12886429/19-20

Ms. Malavika B  
Candidate ID: 12886429  
Kurinjilikkattu House Kappu,  
Po  
Muvattupuzha - 686670  
Kerala  
India  
Ph: (91) 92074 53017

September 12, 2019

Dear Malavika,

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 **November 25, 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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).

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Malavika B</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SOFT LOAN</b>	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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/12196300/18-19

Ms. Maneesha Mohan  
Candidate ID: 12196300  
Morikkathottiyil House,  
Monappilly, Puthencruz Po  
Ernakulam - 682308  
Kerala  
India  
Ph: (91) 86068 80782

August 09, 2018

Dear Maneesha,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

**INFOSYS LIMITED**

CIN: L85110KA1981PLC013115

44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India

T 91 80 2852 0261

F 91 80 2852 0362

askus@infosys.com

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



HRD/2T/12196300/18-19

Ms. Maneesha Mohan  
Candidate ID: 12196300  
Morikkathottiyil House,  
Monappilly, Puthencruz Po  
Ernakulam - 682308  
Kerala  
India  
Ph: (91) 86068 80782

August 09, 2018

Dear Maneesha,

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 **October 15, 2018**.

### 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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 and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

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

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### National Pension Scheme

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 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 programme 2017-2018. 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 requires 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).

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

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



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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

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

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

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

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

Enclosures:      Annexure - I (Compensation)

**ANNEXURE –I  
(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	<b>Ms. Maneesha Mohan</b>
ROLE	<b>Operations Executive</b>
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	5580
FIXED DEARNESS ALLOWANCE (FDA)	1100
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	9442
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1269
<b>MONTHLY GROSS SALARY</b>	<b>17,391</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>67</b>

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	802
GRATUITY - 4.81% of (Basic + FDA)*	321
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

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/12196300/18-19

Ms. Maneesha Mohan  
Candidate ID: 12196300  
Morikkathottiyil House,  
Monappilly, Puthencruz Po  
Ernakulam - 682308  
Kerala  
India  
Ph: (91) 86068 80782

August 09, 2018

Dear Maneesha,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

**INFOSYS LIMITED**

CIN: L85110KA1981PLC013115

44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India

T 91 80 2852 0261

F 91 80 2852 0362

askus@infosys.com

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



HRD/2T/12196300/18-19

Ms. Maneesha Mohan  
Candidate ID: 12196300  
Morikkathottiyil House,  
Monappilly, Puthencruz Po  
Ernakulam - 682308  
Kerala  
India  
Ph: (91) 86068 80782

August 09, 2018

Dear Maneesha,

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 **October 15, 2018**.

### 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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 and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

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

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### National Pension Scheme

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 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 programme 2017-2018. 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 requires 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).

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

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



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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

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

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

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

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

Enclosures:      Annexure - I (Compensation)

**ANNEXURE –I  
(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	<b>Ms. Maneesha Mohan</b>
ROLE	<b>Operations Executive</b>
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	5580
FIXED DEARNESS ALLOWANCE (FDA)	1100
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	9442
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1269
<b>MONTHLY GROSS SALARY</b>	<b>17,391</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>67</b>

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	802
GRATUITY - 4.81% of (Basic + FDA)*	321
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

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.





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184501672/Trivandrum**  
**Date: 26/02/2019**

Mr. Manuel Robert  
Kottarathil House, Palamattom P.O., Charupara, KothamangalamCharupara,  
Palamattom,  
Kothamanagalam-686681,  
Kerala.  
Tel# 91-9447012617

Dear Manuel Robert,

**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/DT20184501672**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **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

**TCS Confidential**

**TCSL/DT20184501672**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusunmagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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**

<b>Name</b>	<b>Manuel Robert</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

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

##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)

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



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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.



HRD/2T/12886296/19-20

Ms. Maria George  
Candidate ID: 12886296  
Maliackal (H), Payyanakkadavu Road ,  
Near Nirmala College Junction  
Muvattupuzha - 686661  
Kerala  
India  
Ph: (91) 98461 06618

September 12, 2019

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**

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

HRD/2T/12886296/19-20

Ms. Maria George  
Candidate ID: 12886296  
Maliackal (H), Payyanakkadavu Road ,  
Near Nirmala College Junction  
Muvattupuzha - 686661  
Kerala  
India  
Ph: (91) 98461 06618

September 12, 2019

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 **November 4, 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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Maria George			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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.				



---

## Fwd: Welcome - New Hire Onboarding (India) program - 21 October 2019

1 message

---

**BHARATH PRASAD K** <bharathprasad96@gmail.com>  
To: statistics@nirmalacollege.ac.in

Fri, Oct 25, 2019 at 10:28 AM

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

From: **anjaly balan** <anjalybalan11296@gmail.com>  
Date: Fri, Oct 25, 2019, 10:25 AM  
Subject: Fwd: Welcome - New Hire Onboarding (India) program - 21 October 2019  
To: <bharathprasad96@gmail.com>

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

From: **Central\_MyHR\_Service\_Center** <Central\_MyHR\_Service\_Center@iconplc.com>  
Date: Fri, Oct 18, 2019, 2:41 PM  
Subject: Welcome - New Hire Onboarding (India) program - 21 October 2019  
To: Palanisamy, Kannagi <Kannagi.Palanisamy@docsglobal.com>, Pai, Divya <Divya.Pai@iconplc.com>, Balan, Anjaly <Anjaly.Balan@iconplc.com>, A, Aishwarya Maithili <AishwaryaMaithili.A@iconplc.com>, Kumar, Vinod <Vinod.Kumar@iconplc.com>, DEVANSHI, LAKSHMI <LAKSHMI.DEVANSHI@iconplc.com>, Joshi, Shuchi <Shuchi.Joshi@iconplc.com>, Suresh, Sagar <Sagar.Suresh@iconplc.com>, Balakrishnan, Suvedha <Suvedha.Balakrishnan@iconplc.com>, Raj, Radhika <Radhika.Raj@iconplc.com>, Sujir, Sachin <Sachin.Sujir@iconplc.com>, S, Radhika <Radhika.S@iconplc.com>  
Cc: Roy, Mayukh <Mayukh.Roy@iconplc.com>, Prasad, Guru <Guru.Prasad@iconplc.com>, Ashokan, Karthick <Karthick.Ashokan@iconplc.com>

Dear Participant,

Welcome to ICON and we are happy to have you here.

As part of your onboarding process, you are enrolled and invited to the New Hire Onboarding program.

Please note that this program is mandatory for all new hires to attend and complete the sessions. Day 1 Agenda is attached for your information.

**For Chennai location employees:** The **Brahmaputra Meeting Room** is booked for the program. Please make yourself available by 10.00 am. **All Chennai location employees will attend this program in person.**

**For other location employees** (Bangalore/Trivandrum/Home-based): The LOI and Health & Safety training will be provided by the local Admin team at your respective locations. **At 11.30AM**, you are expected to join the session virtually using WebEx. Please join at least 5 minutes before the start time to ensure connectivity. Icon recommends using "connect via computer" option for audio. The WebEx details are attached with this email.

We look forward to your participation.

Welcome Onboard!

Thank you

Kind Regards

**Jagadeeswaran Vijayan**  
**Senior HR Advisor**  
**Central MyHR Service Center**  
**Human Resources**

**Tel:** +91 44 4390 2456

**Email:** Jagadeeswaran.Vijayan@iconplc.com

**Web:** www.iconplc.com

 [http://am-geniisp-w001/ICONPlc.OutlookSignature/Images/ICON\\_Corporate.gif](http://am-geniisp-w001/ICONPlc.OutlookSignature/Images/ICON_Corporate.gif)

ICON plc made the following annotations.

-----  
This e-mail transmission may contain confidential or legally privileged information that is intended only for the individual or entity named in the e-mail address. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or reliance upon the contents of this e-mail is strictly prohibited. If you have received this e-mail transmission in error, please reply to the sender, so that ICON plc can arrange for proper delivery, and then please delete the message.

Thank You,

ICON plc  
South County Business Park  
Leopardstown  
Dublin 18  
Ireland  
Registered number: 145835

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

From: "Prasad, Guru" <[Guru.Prasad@iconplc.com](mailto:Guru.Prasad@iconplc.com)>

To: "Prasad, Guru" <[Guru.Prasad@iconplc.com](mailto:Guru.Prasad@iconplc.com)>

Cc:

Bcc:

Date: Fri, 11 Oct 2019 07:55:39 +0000

Subject: India NHO WebEx details - 21 Oct 2019

<https://iconenterprise.webex.com/join/mayukh.roy>

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

From: "Prasad, Guru" <[Guru.Prasad@iconplc.com](mailto:Guru.Prasad@iconplc.com)>

To: "Prasad, Guru" <[Guru.Prasad@iconplc.com](mailto:Guru.Prasad@iconplc.com)>

Cc:

Bcc:

Date: Fri, 11 Oct 2019 07:55:39 +0000  
Subject: India NHO WebEx details - 21 Oct 2019

<https://iconenterprise.webex.com/join/mayukh.roy>

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

From: "Prasad, Guru" <Guru.Prasad@iconplc.com>

To: "Prasad, Guru" <Guru.Prasad@iconplc.com>

Cc:

Bcc:

Date: Fri, 11 Oct 2019 07:55:39 +0000

Subject: India NHO WebEx details - 21 Oct 2019

<https://iconenterprise.webex.com/join/mayukh.roy>

---

**4 attachments**





HRD/2T/12985678/19-20

Ms. Anjima T Balakrishnan  
Candidate ID: 12985678  
Thazhathottiyil (H), Katting Chelachuvadu  
Po, Idukki  
Chelachuvavdu - 685606  
Kerala  
India  
Ph: (91) 95678 72015

September 12, 2019

Dear Anjima,

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  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.09.12 15:47:15 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/2T/12985678/19-20

Ms. Anjima T Balakrishnan  
Candidate ID: 12985678  
Thazhathottiyil (H), Katting Chelachuvadu  
Po, Idukki  
Chelachuvavdu - 685606  
Kerala  
India  
Ph: (91) 95678 72015

September 12, 2019

Dear Anjima,

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Anjima T Balakrishnan</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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/12985703/19-20

Ms. Lismy George  
Candidate ID: 12985703  
Malekudiyil  
Ayavana P.O  
Muvattupuzha - 686668  
Kerala  
India  
Ph: (91) 80865 27096

September 12, 2019

Dear Lismy,

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  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.09.12 15:47:43 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/2T/12985703/19-20

Ms. Lismy George  
Candidate ID: 12985703  
Malekudiyil  
Ayavana P.O  
Muvattupuzha - 686668  
Kerala  
India  
Ph: (91) 80865 27096

September 12, 2019

Dear Lismy,

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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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).

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Lismy George			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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/12886309/19-20

Ms. Liyona Johny Nedumkallel  
Candidate ID: 12886309  
Nedumkallel House Keerampara  
Po  
Ernakulam - 686681  
Kerala  
India  
Ph: (91) 70341 69751

September 12, 2019

Dear Liyona,

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  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com

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

Digitally signed by RICHARD LOBO  
Date: 2019.09.12 15:24:22 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/2T/12886309/19-20

Ms. Liyona Johny Nedumkallel  
Candidate ID: 12886309  
Nedumkallel House Keerampara  
Po  
Ernakulam - 686681  
Kerala  
India  
Ph: (91) 70341 69751

September 12, 2019

Dear Liyona,

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 **November 4, 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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).

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Liyona Johny Nedumkallel</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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/12985552/19-20

Ms. Greeshma Saju Saju  
Candidate ID: 12985552  
Ponneduthuparayil (H)Palakuzha P.O  
Koothattukulam,Pin:686662  
Ernakulam - 686662  
Kerala  
India  
Ph: (91) 75589 20817

September 12, 2019

Dear Greeshma Saju,

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  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.09.12 15:45:35 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/2T/12985552/19-20

Ms. Greeshma Saju Saju  
Candidate ID: 12985552  
Ponneduthuparayil (H)Palakuzha P.O  
Koothattukulam,Pin:686662  
Ernakulam - 686662  
Kerala  
India  
Ph: (91) 75589 20817

September 12, 2019

Dear Greeshma Saju,

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 **November 25, 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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).

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Greeshma Saju Saju			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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.				



Infosys®



Chinju Raphel

1068531



HRD/2T/12985574/19-20

Ms. Greeshma Gigi  
Candidate ID: 12985574  
Thekkel House Nadukkara Avoly Po  
N/A  
Muvattupuzha - 686670  
Kerala  
India  
Ph: (91) 94006 61294

September 12, 2019

Dear Greeshma,

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  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.09.12 15:46:01 +05:30  
Reason: Offer Letter  
Location: Bangalore

HRD/2T/12985574/19-20

Ms. Greeshma Gigi  
Candidate ID: 12985574  
Thekkel House Nadukkara Avoly Po  
N/A  
Muvattupuzha - 686670  
Kerala  
India  
Ph: (91) 94006 61294

September 12, 2019

Dear Greeshma,

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 **November 25, 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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).

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

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

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

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

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

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Greeshma Gigi			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
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			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
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)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	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/12196314/18-19

Ms. Shalet Shaju  
Candidate ID: 12196314  
Kappiyarattel House  
Perumballoor P.O ,Peringuzha  
Muvattupuzha - 686673  
Kerala  
India  
Ph: (91) 97446 76228

August 09, 2018

Dear Shalet,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

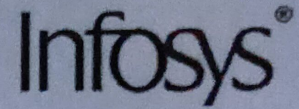
**INFOSYS LIMITED**

CIN: L85110KA1981PLC013115

44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
www.infosys.com

Digitally signed by RICHARD LOBO  
Date: 2018.08.09 17:05:57 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/2T/12196314/18-19

Ms. Shalet Shaju  
Candidate ID: 12196314  
Kappiyarattel House  
Perumballoor P.O ,Peringuzha  
Muvattupuzha - 686673  
Kerala  
India  
Ph: (91) 97446 76228

August 09, 2018

Dear Shalet,

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 **September 10, 2018**.

#### **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

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



June 11, 2019

Welcome to WILP

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear **Ayoob C C A**,

**Sub: Enrolment letter to Work Integrated Learning Programme (“WILP” or “Academy”) as Trainee - Computer Applications**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited (“Wipro or “Company”).

Please read through the terms and conditions of your enrolment as provided below.  
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

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

**Date:**

**Page 1/9**

Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800

8876364



## Terms & Conditions

### 1. PROFILE:

You are enrolled as a Trainee- Computer Applications with the **Work Integrated Learning Programme**. The Company, in association with **a collaborating University** is offering a customized academic and training program to the Trainee along with a “Project Readiness Program” (‘PRP’) for the purposes of participating in projects at Company as part of the program. This programme will require work integrated learning under WILP. The academic program will enable the Trainee to obtain **M.Tech degree** upon successful completion.

### 2. DURATION:

The duration of your academic programme will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WILP Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Trainee - Computer Applications with WILP.

### 3. Scholarship/Stipend and Benefits

During the WILP program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.
2. Group Life Insurance Program of **Rs.14,00,000/-** is available for Trainees. This makes it possible to also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, Trainees are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000 is available to the employee at a monthly nominal deduction**. 10% of the claim amount would need to be borne by the employee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



The below table shows the prescribed scholarship for various years:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	712	15,712/- (*)
Second year	17000	810	17,810/- (*)
Third year	19000	910	19,910/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WILP portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of INR 1,250/- will be paid per Trainee per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a Trainee is registered for the semester.

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### 4. Training Agreement:

- This letter of enrolment is subject to your Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining Wipro.
- Training agreement in Wipro is for a total period of 60 Months - for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training Should you discontinue the WILP programme or your enrolment to the program is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you as detailed in the Training Agreement.

#### 5. PROJECT READINESS PROGRAM (PRP)

- Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program.





## 6. CONFLICT OF INTEREST:

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

## 7. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WILP regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WILP, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a Trainee in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager of the Academy.
- d. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to Trainees from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).



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

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

## 8. CONFIDENTIALITY:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- a. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

## 9. ASSIGNMENT OF INTELLECTUAL PROPERTY

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

## 10. POSTING:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

### Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



## 11. MISCONDUCT:

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

## 12. CANCELLATION OF ENROLMENT:

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 13. STUDY HOURS:

As a Trainee - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

## 14. GENERAL:

- a. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP program without any prior notice.
- b. The terms of this letter may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of enrolment you are required to comply with all policies of WILP. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Trainees from time to time. You agree to comply with all policies as modified from time to time.

### Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



**15. ON COMPLETION/CANCELLATION OF ACADEMIC PROGRAMME:**

- a. On Completion/Cancellation of the academic programme, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- c. Wipro reserves the right to offer employment at its sole discretion to a WILP Trainee on successful and satisfactory completion of the academic study.
- d. All students / trainees of the work integrated learning programs will be given testimonials at the end of the successful completion of the M.Tech degree programme. Trainees being students of the Academy, are not entitled for the issuance of any experience letter in case they discontinue the academy for what so ever is the reason. The testimonial contains the timeline in the Academy and the kind of project works carried during the work integrated learning opportunity.

**16. DATE OF COMMENCEMENT OF ACADEMIC STUDY:**

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submitting the same on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

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

I shall be reporting for duty on \_\_/\_\_/\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Place: \_\_\_\_\_





**ANNEXURE I**

**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

I understand that ‘Personal Information’ means any information, relating to me that is available with Wipro and is capable of identifying me.”

**Name:**

**Date:** \_\_/\_\_/\_\_

**Signature**.....

**Registered Office:**

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





**ANNEXURE II**

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

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

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**Signature:**.....

**Registered Office:**

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





## **ANNEXURE - III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainee comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE ” a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800




### Accommodation, Food & Other Miscellaneous Expenses

- a. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a Trainee with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- c. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- d. You would not be eligible for accommodation at the Wipro guest houses.

Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



The Wipro logo is located at the top right of the card. It consists of the word "wipro" in a lowercase, sans-serif font, positioned to the left of a circular graphic. The graphic is composed of numerous small dots arranged in a spiral pattern, with colors transitioning from green and blue at the top to yellow and red at the bottom.

wipro

Pranatha

M P

40031834

B+



The Wipro logo is located in the upper right corner of the image. It consists of the word "wipro" in a dark blue, lowercase, sans-serif font. To the right of the text is a circular graphic composed of numerous small dots in various colors (blue, purple, pink, orange, yellow, green) arranged in concentric circles, creating a sunburst or spiral effect.

wipro

A large, solid blue circle is positioned on the left side of the image, partially overlapping the woman's head. It serves as a background for the name and ID number.

**Binu Jose**

40031628





April 16, 2019

Welcome to WILP

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

**Ms. Amalu Subhash**  
Avalammakkil House Mulakkulam  
North P O Ernakulam  
Piravom- 686664  
Kerala

Dear **Amalu Subhash**,

**Sub: Enrolment letter to Work Integrated Learning Programme (“WILP” or “Academy”) as Trainee - Computer Applications**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited (“Wipro or “Company”).

Please read through the terms and conditions of your enrolment as provided below.  
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

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

**Date:**

Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



## Terms & Conditions

### 1. PROFILE:

You are enrolled as a Trainee- Computer Applications with the **Work Integrated Learning Programme**. The Company, in association with a **collaborating University** is offering a customized academic and training program to the Trainee along with a “Project Readiness Program” (‘PRP’) for the purposes of participating in projects at Company as part of the program. This programme will require work integrated learning under WILP. The academic program will enable the Trainee to obtain **M.Tech degree** upon successful completion.

### 2. DURATION:

The duration of your academic programme will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WILP Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Trainee - Computer Applications with WILP.

### 3. Scholarship/Stipend and Benefits

During the WILP program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.
2. Group Life Insurance Program of **Rs.14,00,000/-** is available for Trainees. This makes it possible to also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, Trainees are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000 is available to the employee at a monthly nominal deduction**. 10% of the claim amount would need to be borne by the employee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

#### Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



The below table shows the prescribed scholarship for various years:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	712	15,712/- (*)
Second year	17000	810	17,810/- (*)
Third year	19000	910	19,910/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WILP portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of INR 1,250/- will be paid per Trainee per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a Trainee is registered for the semester.

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### 4. Training Agreement:

- This letter of enrolment is subject to your Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining Wipro.
- Training agreement in Wipro is for a total period of 60 Months - for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training Should you discontinue the WILP programme or your enrolment to the program is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you as detailed in the Training Agreement.

#### 5. PROJECT READINESS PROGRAM (PRP)

- Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program.



## 6. CONFLICT OF INTEREST:

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

## 7. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WILP regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WILP, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a Trainee in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager of the Academy.
- d. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to Trainees from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).



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

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

## 8. CONFIDENTIALITY:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- a. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

## 9. ASSIGNMENT OF INTELLECTUAL PROPERTY

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

## 10. POSTING:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

### Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



## 11. MISCONDUCT:

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

## 12. CANCELLATION OF ENROLMENT:

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 13. STUDY HOURS:

As a Trainee - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

## 14. GENERAL:

- a. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP program without any prior notice.
- b. The terms of this letter may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of enrolment you are required to comply with all policies of WILP. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Trainees from time to time. You agree to comply with all policies as modified from time to time.

### Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





**15. ON COMPLETION/CANCELLATION OF ACADEMIC PROGRAMME:**

- a. On Completion/Cancellation of the academic programme, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- c. Wipro reserves the right to offer employment at its sole discretion to a WILP Trainee on successful and satisfactory completion of the academic study.
- d. All students / trainees of the work integrated learning programs will be given testimonials at the end of the successful completion of the M.Tech degree programme. Trainees being students of the Academy, are not entitled for the issuance of any experience letter in case they discontinue the academy for what so ever is the reason. The testimonial contains the timeline in the Academy and the kind of project works carried during the work integrated learning opportunity.

**16. DATE OF COMMENCEMENT OF ACADEMIC STUDY:**

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submitting the same on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

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

I shall be reporting for duty on \_\_/\_\_/\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Place: \_\_\_\_\_





**ANNEXURE I**

**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

I understand that ‘Personal Information’ means any information, relating to me that is available with Wipro and is capable of identifying me.”

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**Signature**.....

**Registered Office:**

**Wipro Limited** T : +91 (80) 2844 0011  
 Doddakannelli F : +91 (80) 2844 0054  
 Sarjapur Road E : info@wipro.com  
 Bengaluru 560 035 W : wipro.com  
 India C : L32102KA1945PLC020800





**ANNEXURE II**

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

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

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**Signature:**.....

**Registered Office:**

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





## **ANNEXURE - III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainee comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE ” a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



### Accommodation, Food & Other Miscellaneous Expenses

- a. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a Trainee with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- c. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- d. You would not be eligible for accommodation at the Wipro guest houses.

Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





# MRF Limited

Regd. No. : TVR - 17

Tiruvottiyur Plant

## Form 25C cum Identity Card



Name : Dipsin P Thamaras

Father Name : Pious Mathew

Employee No.: 618966

Blood Group :

Date of Birth : 28.01.1997

Holder's Signature

Issuing Authority

Present Address :

Thamarasseril, Kallookkad, P.O  
Kallookkad, Eranakulam, Kerala  
686668

Address Permanent:

Thamarasseril, Kallookkad, P.O  
Kallookkad, Eranakulam, Kerala  
686668

Emergency Contact No.: 9539069254

Nature of Employment : Staff

Date of Issue : 01-SEP-2019

INSTRUCTIONS :

1. This card must be displayed permanently while on duty and produced for check on demand.
2. Loss of this card shall be immediately reported in writing for a duplicate card on actual cost.
3. This card must be surrendered immediately upon transfer / cessation of employment.

**MRF Limited**

Tiruvottiyur High Road, Chennai 600 019.  
Ph. : 044 - 25733411, Fax : 044 2573 4554



**GOVERNMENT OF KERALA**

**PALAKUZHA GRAMA PANCHAYAT**

Palakuzha P.O. - 686 662, Ernakulam Dist.

Phone: 04852 252334



**LIJO JOSEPH**

Clerk

A handwritten signature in green ink, appearing to read 'Lijo Joseph', written over a circular stamp.

Secretary, Palakuzha Grama Panchayat





HRD/2T/12196174/18-19

Ms. Aparna Baby  
Candidate ID: 12196174  
Mattathil  
Padamughom  
Murickassery - 685604  
Kerala  
India  
Ph: (91) 82899 35325

August 09, 2018

Dear Aparna,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

**INFOSYS LIMITED**

CIN: L85110KA1981PLC013115

44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2018.08.09 17:05:49 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/2T/12196174/18-19

Ms. Aparna Baby  
Candidate ID: 12196174  
Mattathil  
Padamughom  
Murickassery - 685604  
Kerala  
India  
Ph: (91) 82899 35325

August 09, 2018

Dear Aparna,

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 **September 10, 2018**.

#### 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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 and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

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

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### National Pension Scheme

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 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 programme 2017-2018. 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 requires 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).

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

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



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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

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

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

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

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

Enclosures:      Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Aparna Baby
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	5580
FIXED DEARNESS ALLOWANCE (FDA)	1100
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	9442
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1269
<b>MONTHLY GROSS SALARY</b>	<b>17,391</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>67</b>

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	802
GRATUITY - 4.81% of (Basic + FDA)*	321
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

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/12196468/18-19

Mr. Sebin John  
Candidate ID: 12196468  
Adichilammakal(H)  
Kanjikuzhy (Po) Kanjikuzhy Idukki  
Thodupuzha - 685606  
Kerala  
India  
Ph: (91) 98468 29484

August 09, 2018

Dear Sebin,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

**INFOSYS LIMITED**

CIN: L85110KA1981PLC013115

44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India

T 91 80 2852 0261

F 91 80 2852 0362

askus@infosys.com

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

Digitally signed by RICHARD LOBO  
Date: 2018.08.09 17:06:08 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/2T/12196468/18-19

Mr. Sebin John  
Candidate ID: 12196468  
Adichilammakal(H)  
Kanjikuzhy (Po) Kanjikuzhy Idukki  
Thodupuzha - 685606  
Kerala  
India  
Ph: (91) 98468 29484

August 09, 2018

Dear Sebin,

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 **September 10, 2018**.

#### 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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://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 and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

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

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### National Pension Scheme

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 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 programme 2017-2018. 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 requires 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).

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

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



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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

**RICHARD LOBO**  
**EVP - Head HR**

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

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

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

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

Enclosures:      Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Sebin John
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	5580
FIXED DEARNESS ALLOWANCE (FDA)	1100
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	9442
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1269
<b>MONTHLY GROSS SALARY</b>	<b>17,391</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>67</b>

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	802
GRATUITY - 4.81% of (Basic + FDA)*	321
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

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.







**GOAN INSTITUTE® INTERNATIONAL**  
**CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]**

*Educational Establishment for Excellent Education*

**To,**

**Date: 22-December- 2018**

**The Principal/Placement officer**

**Name of the College: Nirmala College, Muvatupuzha**

**Sir/Ma'am,**

We express our gratitude for your hospitality during the time of our gathering and interview in your college. Your expertise in organizing the event was greatly appreciated.

As per the interview and test conducted in your esteemed organization, the following students have been short-listed for the post of 'Skill Development Faculty Trainer' in Goan Institute International Consociation of Education [GICE].

Kindly inform the students about the salary offered and the college management can inform us about the number of students who are interested going ahead for joining with GICE. The given salary may increase if the candidates are performing better in the upcoming sessions.

The further details will be communicated immediately.

	<b>shortlisted candidates</b>	<b>Monthly Salary</b>
1	Haira Salim	Rs 16000/-
2	Haiza Rasheed	Rs 15000/-
3	Neeraj Umesh	Rs 17500/-
4	Krishna Veni	Rs 14500/-

GICE, Groundfloor, Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994 .E-Mail: gicerecruitment@gmail.com, giceworld@gmail.com



GOAN INSTITUTE® INTERNATIONAL  
CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

5	Anugraha.K.Saji	Rs 15500/-
6	Simimol Sunny	Rs 17500/-
7	Mable Maria Baby	Rs 17500/-
8	Bilal Faisal	Rs 15500/-
9	Kaushik .K	Rs 17000/-
10	Cheky Varghese	Rs 14500/-
11	Hanna Mariyam	Rs 15000/-
12	Irdulekha .M.P	Rs 15500/-
13	Akbira Joseph	Rs 16500/-
14	Reenu Ann Abraham	Rs 15000/-
15	Anju Upendran	Rs 14500/-
16	Rejoice Tom	Rs 14500/-
17	Sagrika Singh	Rs 17500/-
18	Regeena George	Rs 16500/-
19	Mintah Baby Kanneth	Rs 17000/-
20	Paulose John	Rs 15500/-
21	Jeenu Paul	Rs 14500/-
22	Anita Anil	Rs 16000/-

GICE,Groundfloor,Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994 .E-Mail: gicerecruitment@gmail.com,giceworld@gmail.com



GOAN INSTITUTE® INTERNATIONAL  
CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

*Educational Establishment for Excellent Education*

23	Serin Sara Paul	Rs 14500/-
24	Minna Jose	Rs 16500/-
25	Rithu Jose	Rs 16500/-
26	An Maria Albert	Rs 17000/-
27	Vishnupriya .K	Rs 16500/-
28	Aleena Jose	Rs 16000/-
29	Alwin Philip	Rs 16500/-
30	Amal Tom	Rs 17000/-

**REGARDS**

For GOANINSTITUTE®INTERNATIONAL CONSOCIATION OF EDUCATION Pvt.Ltd[GICE]

HR.Department. 0484-2801994, +919207700930

Email: [gicerecruitment@gmail.com](mailto:gicerecruitment@gmail.com)

[www.gicenglisghgroup.com](http://www.gicenglisghgroup.com), [www.facebook.com/goaninstitute](http://www.facebook.com/goaninstitute)

GICE,Groundfloor,Manjooran's Estate, Edappally junction, Cochin, Kerala. 682024

Tel. 0484-2801994 .E-Mail: [gicerecruitment@gmail.com](mailto:gicerecruitment@gmail.com),[giceworld@gmail.com](mailto:giceworld@gmail.com)



# Dr. Raju Davis International School, Mala

Malapullipuram P.O, Thrissur Dist - 680732

Ph: 9-447441343, 0480 2896222, 2896444

Email: drrajudavisinternationalschool@gmail.com www.drrajudavisinternationalschool.com

Ref: RIS/ APP-15/19-20

30/05/2019

Date: .....

TO

Muhammed Rafee E A  
Imakul House  
Edathala North P O  
Aluva  
Imakulam 683101

Dear Mr Muhammed Rafee E A

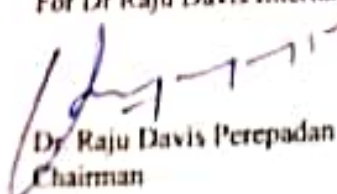
As advised by the Board of Interview, Dr Raju Davis International School, Mala is glad to offer you the post as Football Coach/Hostel Tutor as per the following terms and conditions stipulated by Central Board of Secondary Education, New Delhi.


1. You are appointed from 1<sup>st</sup> June 2019 on probation for one year
2. During this period your salary will be Rs.20000 /- (Twenty Thousand Rupees only)
3. After completing the probation of one year you will be absorbed permanently into the regular service
4. PF is prevailing in the school and if the Authorities insist on inclusion of your name; the deduction will be done as per the rules if applicable.
5. You are entitled for ESI benefits and deduction will be in effect as per government rules
6. You are also entitled for twelve months salary every year in service on completion of probation period
7. All other matters are governed by the rules and by laws of Central Board of Secondary Education.
8. If you want to leave the service you can do so only after completion of the Academic year. Leaving in between the academic year will not be allowed in any case.
9. You will have to issue one month notice intimating the time and date of your relieving from the job. You are requested to intimate as early as possible the chance of leaving the school, but not later than 15<sup>th</sup> February of the year of leaving so that management can do necessary alternative arrangements for the next academic year.
10. All posts are permanent.
11. You have to strictly report to the workshop for two weeks in the month of May.
12. You are hereby directed to sign the copy of this letter as a token of acceptance to this offer.

Your name will figure in our staff list hereafter accordingly.

Thanking you,

Yours sincerely  
For Dr Raju Davis International School,

  
Dr Raju Davis Perepadan  
Chairman

Accept and  
Received  


12-Mar-2019

Dear Sandeep Sunil,  
BCA, Computer Applications  
Nirmala College, Muvattupuzha

Candidate ID – 12806726

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

## Annexure A

<b>Name:</b> Sandeep Sunil	<b>Designation:</b> Programmer Trainee
----------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184488890/Trivandrum**  
**Date: 26/02/2019**

Mr. Sandeep T S  
Thettickottu House, Nellimattom P.O., NellimattomKurumkulam,  
Nellimattom,  
Kothamangalam-686693,  
Kerala.  
Tel# 91-9447012617

Dear Sandeep T S,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer 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/DT20184488890**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **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

**TCS Confidential**

**TCSL/DT20184488890**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusunmagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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**

<b>Name</b>	<b>Sandeep T S</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

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

##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)

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



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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 of 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.

## Welcome to Wipro | Pre- Onboarding Day – 8th May 2019

Dear **Sara Paul**,

Resume Number: **8578397**,

Greetings from Wipro!

Hearty congratulations on your selection with us! You are soon to be a part of an organization with connected ideas, insights and reaffirmed values. Get ready to enter a world of opportunities with us and let your imagination fly!

**We are pleased to inform you that your effective date of joining will be 13th May 2019, 2019 upon successful completion of the required joining formalities.**

**For the completion of your joining formalities, you will be required to report on 8th May 2019 as per the details mentioned below.**

Reporting Date	Reporting Time	Reporting Location	Contact Person
	8:00:00 AM	Wipro Limited, Infopark Special Economic Zone, Kusumagiri .P. O, Kakkanad, Kochi, Kerala –	Shibin Vincent



8th May 2019	682030	[Chimmony Conference Room, S1, 3rd Floor]
--------------	--------	---

Your joining location and initial induction session will be held in Cochin.

No location change request will be accommodated as it is strictly based on business requirement.

Your eligibility Criteria –

10th	12th	Graduation	Post-Graduation
50%	50%	60%	-

<a href="#"><u>Pre-joining document submission</u></a>	<a href="#"><u>Document submission upon joining</u></a>
<a href="#"><u>Important Pointers</u></a>	<a href="#"><u>Helpdesk Support</u></a>

**On the day of reporting, you are mandatorily required to carry with you the following documents (Original copy along with one set photocopy in A4 size):**

Appointment Letter from Wipro

Aadhar Card

PAN Card (acknowledgement accepted)

Two passport size photographs in formal wear with white background

NSR e-card or NSR acknowledgement slip with seal and signature (email registration along with biometrics test has to be mandatorily completed)

Any one Government issued ID proof which includes Nationality & Address proof - Voters ID, Driving license, Passport

Foreign Nationals will be required to submit Passport and Work authorization valid for 1 (one) year from their date of joining

Overseas citizenship of India (OCI) Card will be mandatory for overseas candidates (except candidates from Nepal and Bhutan)

---

---

10th standard mark sheet

12th standard mark sheet

Graduation mark sheets- 1st to 5th semester (Original/ Internet copy)

Course Completion Certificate of Graduation/ Post Graduation (as available) OR Authorization Letter/ Bonafide Letter issued from college on the day of reporting in the absence Provisional certification issued from University

Please ensure that the scanned copy of ALL the above mentioned documents have been uploaded on <https://synergy.wipro.com/campus/cd/>

**On the day of reporting, you will be required to adhere to below instructions:**

- Please adhere to formal wear only.
  - Please do not carry personal laptops.
  - If you wish to be accompanied by your parents, guardians or mentors on the day of reporting, please raise a request online by clicking on the tab below **within 5 days** from the receipt of this email. We will make the necessary arrangements accordingly.
-