



# THIAGARAJAR COLLEGE OF ENGINEERING

(A Government Aided Autonomous Institution Affiliated to Anna University)

Approved by AICTE, Ranked in NIRF, Programmes Accredited by NBA

Accredited with A+ Grade (3.47 out of 4) by NAAC in Cycle 1)

Madurai 625015, Tamil Nadu



## B.E Civil Engineering

### Placement Details for the Academic Year 2022 - 2023

Sl. No.	Reg. No.	Name of the Student	Department	Name of the Company	Annual CTC	Offer Letter Link
1	19B001	Abdul Kadhar Mohammed Ibrahim	BE Civil	SOBHA	1358790	<a href="#">Offer Letter</a>
2	19B002	Abdullah Basaludeen	BE Civil	TCS	177408	<a href="#">Offer Letter</a>
3	19B003	Adarsh Timmakondu Suriyaprakash	BE Civil	L&T	488412	<a href="#">Offer Letter</a>
4	19B005	Akshaya Murugan	BE Civil	COGNIZANT	401988	<a href="#">Offer Letter</a>
5	19B011	Ayisha Bhahima A	BE Civil	TCS	488412	<a href="#">Offer Letter</a>
6	19B012	Balaji Dhanasekaran	BE Civil	CTS	338005	<a href="#">Offer Letter</a>
7	19B020	Bharathvasan J M	BE Civil	AARBEE STRUCTURES	204000	<a href="#">Offer Letter</a>
8	19B014	Bincia Priya Gnanamaran	BE Civil	KBR	600000	<a href="#">Offer Letter</a>
9	19B016	Chandru M	BE Civil	CTS	338005	<a href="#">Offer Letter</a>
10	19B017	Chinna Rengamani Subburaj	BE Civil	TCS	336875	<a href="#">Offer Letter</a>
11	19B019	Deepak Murugesan	BE Civil	COMCAST	700000	<a href="#">Offer Letter</a>
12	19B001	Devadharshini chellapandi	BE Civil	COMCAST	606675	<a href="#">Offer Letter</a>
13	19B024	DHANUSHADITH KRISHNA MOORTHY	BE Civil	SHOBHA	1358790	<a href="#">Offer Letter</a>
14	19B026	Dhivyameena Manivannan	BE Civil	COGNIZANT	345000	<a href="#">Offer Letter</a>
15	19B032	Gopinayaghan Kailasam Saravanan	BE Civil	SOBHA	1358790	<a href="#">Offer Letter</a>
16	19B034	Harini Tamilselvam	BE Civil	CAPGEMINI	400000	<a href="#">Offer Letter</a>
17	19B036	Harish Manikandan Rajkumar	BE Civil	L&T	657936	<a href="#">Offer Letter</a>
18	19B037	Hemanth Kanth Ramesh	BE Civil	CTS	338005	<a href="#">Offer Letter</a>
19	19B038	Idhaya Vendhan P P	BE Civil	COMCAST	480000	<a href="#">Offer Letter</a>
20	19B039	Irfana Hasin S	BE Civil	CAPGEMINI	400000	<a href="#">Offer Letter</a>
21	19B040	Jai Kaushik Ezhai Ram Kumar	BE Civil	SOBHA	1358808	<a href="#">Offer Letter</a>



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Sl. No.	Reg. No.	Name of the Student	Department	Name of the Company	Annual CTC	Offer Letter Link
22	19B041	Janakiraman S	BE Civil	ZOHO	600000	<a href="#">Offer Letter</a>
23	19B043	Joe Maxia Antony Xavier Rajan	BE Civil	GREEN STAR	170016	<a href="#">Offer Letter</a>
24	19B047	Karthika Raju	BE Civil	TCS	336877	<a href="#">Offer Letter</a>
25	19B048	KARTHIKEYAN MANOKARAN	BE Civil	TCS	336877	<a href="#">Offer Letter</a>
26	19B049	Keerthana Soundrapandian	BE Civil	TCS	336877	<a href="#">Offer Letter</a>
27	19B051	Kowshikraja P	BE Civil	TCS	336877	<a href="#">Offer Letter</a>
28	19B052	Lakshmana Rajkumar Mariyappan	BE Civil	TCS	336877	<a href="#">Offer Letter</a>
29	19B053	Lavanya Dhivyanathan	BE Civil	L&T	657000	<a href="#">Offer Letter</a>
30	19B055	Lavanya Sivakumar	BE Civil	AG&P PRATHAM	550000	<a href="#">Offer Letter</a>
31	19B058	Michaelin Alwa Muhil Jeyaraj	BE Civil	TCS	336877	<a href="#">Offer Letter</a>
32	19B066	Nivetha S	BE Civil	MINDTREE(LTI)	300000	<a href="#">Offer Letter</a>
33	19B068	Pavithran Karnan	BE Civil	AARBEE STRUCTURES	204000	<a href="#">Offer Letter</a>
34	19B036	Rajeshkanna G	BE Civil	AG&P PRATHAM	375000	<a href="#">Offer Letter</a>
35	19B076	Sakthivel Karmegam	BE Civil	L&T	657000	<a href="#">Offer Letter</a>
36	19B078	Saranya Venkatachalam	BE Civil	ACCENTURE	461200	<a href="#">Offer Letter</a>
37	19B082	Shakthi sree Swaminathan	BE Civil	L&T	478920	<a href="#">Offer Letter</a>
38	19B083	Shalini Duraisamy	BE Civil	L&T	657000	<a href="#">Offer Letter</a>
39	19B084	Shanmugapriya Rajendran	BE Civil	Aarbee structures	204000	<a href="#">Offer Letter</a>
40	19B087	Shivakavitha Krishnapuram Pitthaiah	BE Civil	L&T	657000	<a href="#">Offer Letter</a>
41	19B092	Sindhu Ganeshbabu	BE Civil	L&T	657000	<a href="#">Offer Letter</a>
42	19B094	Siva Prakash B	BE Civil	COMCAST	700000	<a href="#">Offer Letter</a>
43	19B099	Soundharya Thavamani	BE Civil	L&T	657000	<a href="#">Offer Letter</a>
44	19B100	Sree Gayathri Ethiraj	BE Civil	COMCAST	700000	<a href="#">Offer Letter</a>
45	19B094	Surya Prakash Pandian	BE Civil	GREENSTAR	144000	<a href="#">Offer Letter</a>



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Sl. No.	Reg. No.	Name of the Student	Department	Name of the Company	Annual CTC	Offer Letter Link
46	19B107	Tamil Elakkiya Ravi	BE Civil	TCS	657000	<a href="#">Offer Letter</a>
47	19B112	Vaishnavi premkumar	BE Civil	TVS EUROGRIP	216000	<a href="#">Offer Letter</a>
48	19B111	Varshini Sivakumar	BE Civil	COMCAST	700000	<a href="#">Offer Letter</a>
49	19B113	Venish Kumar V S	BE Civil	AG&P PRATHAM	550000	<a href="#">Offer Letter</a>
50	19B116	Vishnukumaran Hariramakrishnan	BE Civil	L&T	657000	<a href="#">Offer Letter</a>
51	19B133	SHYAM SAHAYARAJ	BE Civil	QUEST GLOBAL ENGINEERING SERVICE	247000	<a href="#">Offer Letter</a>
52	19B029	GIRIJA	BE Civil	RCI DIGITAL SOLUTION	210000	<a href="#">Offer Letter</a>
53	19B010	Ashok K G	BE Civil	WIPRO	650000	<a href="#">Offer Letter</a>
54	19B023	Dhanasekaran S	BE Civil	WIPRO	650000	<a href="#">Offer Letter</a>
55	19B025	Dhevakar Muthusamy	BE Civil	WIPRO	650000	<a href="#">Offer Letter</a>
56	19B042	Janasivaguru Chandrasekaran	BE Civil	WIPRO	650000	<a href="#">Offer Letter</a>
57	19B062	Naga Rajan	BE Civil	WIPRO	650000	<a href="#">Offer Letter</a>
58	19B063	Nandha Kumar Gopal	BE Civil	WIPRO	650000	<a href="#">Offer Letter</a>
59	19B065	Nikhil Gupta	BE Civil	WIPRO	650000	<a href="#">Offer Letter</a>
60	19B075	Roobarajan Thiyagarajan	BE Civil	WIPRO	650000	<a href="#">Offer Letter</a>
61	19B088	Shivanika S	BE Civil	WIPRO	650000	<a href="#">Offer Letter</a>
62	19B112	Vasanth Soundra Pandiyan	BE Civil	WIPRO	650000	<a href="#">Offer Letter</a>
63	19B044	S Jovita Angela Christy	BE Civil	COGNIZANT	345000	<a href="#">Offer Letter</a>
64	19B102	N Suganesh	BE Civil	COGNIZANT	345000	<a href="#">Offer Letter</a>
65	19B139	M Senthilmurugan	BE Civil	COGNIZANT	345000	<a href="#">Offer Letter</a>
66	19B090	R Shylesh	BE Civil	COGNIZANT	345000	<a href="#">Offer Letter</a>
67	19B022	T Dhanaseel Sridhar	BE Civil	COGNIZANT	345000	<a href="#">Offer Letter</a>
68	19B067	V Palaniyappan	BE Civil	COGNIZANT	345000	<a href="#">Offer Letter</a>
69	19B050	M Kousalya	BE Civil	COGNIZANT	345000	<a href="#">Offer Letter</a>



## **JOB OFFER FOR LIMITED TERM CONTRACT**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Tiruchirappalli-625 015

This Job Offer Letter (the "**Contract**") is made on this day, 24 November 2022

### **BETWEEN**

**SOBHA CONSTRUCTIONS LLC**, having its Registered Office at PO Box: 25654 25654 , MBR City, Nad Al Sheba 1, Dubai, United Arab Emirates. .

### **AND**

**Abdul Kadhar Mohamed Ibrahim** an Indian, holder of Passport number W4547824 (hereinafter referred to as the "**Employee**").

The Employer and the Employee collectively referred to as the "**Parties**" and individually referred to as a "**Party**".

WHEREAS, THE PARTIES HERETO HAVE MUTUALLY AGREED AS FOLLOWS:

#### **(1) Position**

The Employee is hereby appointed as **GET -Site Engineer** on the terms and conditions stated and agreed herein.

#### **(2) Effective Date and Contract Period:**

This Contract shall be effective from the date the Employee joins the Employer and shall remain valid for an limited period unless terminated in accordance with the provisions of Ministry of Labor Contract (MOL).

#### **(3) Probation:**

The Employee shall be on probation for the period indicated in **Annexure A**. During the probation period, the Employer reserves the right to terminate the employment of the Employee forthwith upon notice.

At the end of probation period, the performance of the Employee shall be evaluated by the management and his employment shall be confirmed if the performance is found to be satisfactory. In case his performance is found unsatisfactory, the Employer shall have the right to terminate the Employee's employment forthwith upon notice.

#### **(4) Location of Work:**

The Employee shall be assigned to work at **SOBHA CONSTRUCTIONS LLC** in **Dubai, UAE**. However, during the period of employment, the Employee may be assigned or transferred to any of the Offices/departments/divisions/ of the Employer or its subsidiaries located in the UAE or any other country.



If such assignment or transfer requires the Employee to permanently relocate outside of the UAE, the Parties agree to terminate this Contract and the Employee shall be entitled to his full and final settlement as per UAE Labor Laws.

**(5) Duties:**

Notwithstanding anything contained in this Job Offer Letter, the Employee shall:

- i. Abide by all the rules and regulations laid down by the Employer at all times.
- ii. Work with a high standard of initiative, efficiency and economy, and shall perform, observe and conform to such duties, directions and instructions assigned or communicated to the Employee by the Employer and those in authority over the Employee.
- iii. Perform such duties and exercise such powers and functions which may, from time to time, be reasonably assigned to or vested in the Employee and such duties that relate to the business of the Employer or of any other group company of the Employer ("**SOBHA CONSTRUCTIONS LLC**"); and
- iv. Faithfully serve the Employer and the Group to the best of the Employee's ability and use his best endeavors to promote the interests of the Employer and the Group.

**(6) Compensation & Benefits:**

As indicated in **ANNEXURE A**.

**(7) Payment of Salary:**

Subject to deduction of any loans, advances and applicable taxes, if any, the salary shall be paid to the Employee in UAE Dirhams only and shall be transferred to the bank account of the Employee in the UAE. Upon commencement of his employment, the Employee shall be assisted by the Employer to open a salary transfer account.

**(8) Accommodation:**

The Employee shall make necessary arrangements for his own accommodation. However temporary accommodation will be provided to new employees recruited from overseas as per Company policy.

**(9) Medical Insurance:**

The Employer shall arrange for medical insurance of the Employee as per the Employment Status which is indicated in **ANNEXURE A**.



**(10) Leave and Holiday:**

**i. Annual Leave:**

On completion of twelve (12) months of continuous service with the Employer, the Employee is entitled to thirty (30) calendar days of leave. The employer may at his discretion determine the date for commencement of annual leaves and, when necessary, he may decide to divide the leave in two parts at the most, except in cases of juveniles where vacation may not be divided in parts. The entitlement with respect to travel costs and other benefits (if any) shall be as indicated in **ANNEXURE A**.

ii. The Employee is required to avail his annual leave and as such unutilized leave cannot be encashed. Unutilized leave shall be carried forward with maximum limit of 60 days and excess days will be elapse from the credit.

**iii. Sick and Other Leave:**

Entitlement towards sick and other leave shall be in accordance with the UAE Labor Laws. During the probation period, the Employee shall not be entitled to any paid sick leave. The Employee is expected to become acquainted with the Employer's policy regarding leave.

**(11) Termination of Employment:**

This Contract may be terminated by either Party by providing a notice of termination as indicated in **Annexure A**. Upon termination of the Employee's employment for any reason, the Employee shall:

- i. forthwith return all correspondences, documents, computers, computer disks and software equipment, memory cards, external hard drives, medical insurance cards, parking card, ID's and any other property of any kind belonging to the Employer and/or the Group which may be in the Employee's possession or control. For the avoidance of doubt, the Employee shall not be permitted to retain any such information or documents (or copies thereof) after the termination of his employment for whatever reason; and
- ii. cooperate with the Employer in completing all necessary formalities to notify the relevant immigration and employment authorities including the Labor Department in the UAE of the termination of employment and the cancellation of the Employer's sponsorship of the Employee.



in case of non-compliance by the employee to the Ministry of Labor (MOL) labor card and contract term mentioned, the employee shall work for the Company for a period of 30 days (maximum of three months as per the nature of work) in order to clear all covenant and work-related obligations that are in his custody.

- iii. if the employee desires to terminate the Ministry of Labor (MOL) labor card and contract, the employee shall bear the ticket cost for returning to home country.

**(12) Severance Pay:**

**i. Occupational Diseases & Accident Compensation**

In cases of accidents and occupational diseases the employer shall pay the employee's treatment expenses at government or private hospitals until he recovers. When disability is proven the employer will pay for transport expenses arising from the treatment of employee.

In case of disability due to work or arising out of the job the Employer shall pay the Employee in accordance with the Article 145, 146, 147 & 148 of UAE Labor Law.

If the employee has deliberately caused injury to himself with intention of committing suicide or to obtain indemnity or sick leave or otherwise, or if the employee was at the time of the incident under the influence of drug or alcoholic drinks, or if he has willfully violated safety instructions displayed conspicuously at the place of business or if his injury or disability resulted from serious premeditated misdemeanor on his part or if he has refused unreasonably the medical checkup or treatment as prescribed by the medical board formed in accordance with the provisions of Article (148). In any of the cases hereinabove, the employer shall not be under obligation to provide treatment or any financial subsidy to the employee.

If the employee dies as a result of an accident or occupational disease, the employee's family members shall be entitled to an indemnity in accordance with Article 149 of UAE Labor Laws. The employer will pay for transport the employee remains (body) to his country or origin, to his family members.

**ii. End of Service Remuneration (Gratuity)**

In accordance with the provisions of Ministry of Labor Contract (MOL).

**(13) Employee's Obligations:**

- i. The Employee undertakes to familiarize himself with all the applicable policies and procedures of the Employer as existing (as may be amended from time to time).

# SOBHA

CONSTRUCTIONS

- ii. If any of the obligations of the Employee shall become illegal or unenforceable in whole or in part, the remaining obligations of the Employee shall be valid, binding and existing, for the purpose of this Contract.
- iii. The Employee undertakes not to pursue any other employment, either on a part-time or fulltime basis for remuneration or otherwise, except with the prior written permission of the Employer. Contravention of this provision shall lead to termination of the Employee's employment forthwith upon notice, without any compensation whatsoever.
- iv. The Employee shall neither divulge nor give any information regarding the Employer's business, processes, technical know-how, security arrangements, administrative and/or organizational matters which are of a confidential nature, which the Employee may come to know by virtue of his employment, to any unauthorized person during the period of his employment or any time thereafter for a minimum period of one (1) year from the date of termination of employment.
- v. The Employee shall keep confidential all information and material provided to the Employee by the Employer or its clients, concerning their affairs. The Employee shall not release, use or disclose such information or material except with the prior written permission of the Employer. The Employee's obligation to keep such information confidential shall remain even on termination or cancellation of his employment, for a minimum period of one (1) year from the date of such termination or cancellation.
- vi. The Employee shall forthwith disclose to the Employer any discovery, invention, process or improvement made or discovered by him, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Employer. If and when required to do so by the Employer, the Employee shall, at the Employer's expense, take out or apply for a patent, license, trademark or other rights, privileges, protection or improvement so that the benefit thereof shall accrue to the Employer and the Employee shall execute all instruments, acts, deeds and things which may be required by the Employer for assigning, transferring or otherwise vesting the same in favor of the Employer or such other persons, firms or companies as Employer may direct as the sole beneficiary thereof.
- vii. The Employee shall not enter into any commitments or dealings on behalf of the Employer for which the Employee has no express authority nor exceed the authority or discretion vested in the Employee, without the prior permission of the Employer or those in authority over the Employee.
- viii. The Employee shall be responsible for the safekeeping and return in good condition and order of all the property of the Employer, which may be in the Employee's use, custody, care or charge. For the loss of any property of the Employer in the Employee's possession, the Employer shall have a right to assess on its own discretion and recover the damages of all such properties from the Employee and to take such other action as it deems proper in the event of the Employee's failure to account for such property to the satisfaction of the Employer.



**(14) Preconditions:**

- i. Satisfactory references from your present or previous employers.
- ii. The Offer Letter will be rescinded immediately in the event the Company is unable to procure the necessary work permit or residence visa for the employee due to any reason whatsoever.
- iii. This Offer Letter may be terminated immediately if the employee commits any violation as detailed under Article 120 of the UAE Labor Law.
- iv. The employee will be bound by all the rules, regulations, policies and ethics of the Company, as may be amended from time to time.
- v. The employee is required to undergo all necessary medical examinations as required by the UAE Government. Failure to pass necessary medical examinations will result in this Offer Letter being rescinded immediately and the employee will be sent back to his home country.
- vi. The employment relationship will be governed by the UAE Labor Law in respect of any matter not covered under this Job Offer Letter.

**(15) Notices:**

All notices shall be sent to the address as given here under:

**To the Employer:**

Managing Director,  
Sobha Constructions LLC , PO Box: 25654 , MBR City, Nad Al Sheba 1, Dubai, United Arab Emirates.

**To the Employee:**

2/758,V.O.C Nagar, Soolakarai, Virudhunagar-626003

Any change in the residential address must be communicated to the Employer in writing by the Employee.

**(16) General:**

- i. This Contract constitutes the entire contract between the Parties and supersedes all previous offers or contracts, if any, verbal or written, exchanged or executed between the Parties.



- ii. No variation of this Contract shall be valid unless it is in writing and signed by or on behalf of the Parties.
- iii. The Employee confirms that all information which he has provided to the Employer and/or the Group relating to his professional experience and educational qualification is true and accurate. In the event that any information is shown to be inaccurate, the Employee's employment may be terminated immediately.
- iv. The Employer will be responsible for obtaining the requisite residence work permit and other necessary statutory approvals on behalf of the Employee and eligible dependents. The costs incurred towards such permits/approvals will be borne by the Employer. The costs towards attestation of various personal documents of the Employee including certificates of educational qualifications shall be borne by the Employee.
- v. The Parties acknowledge that they are obliged to execute a Ministry of Labor Contract of employment in addition to this Contract for the purposes of registration with the relevant governmental authorities.
- vi. In the matter of service conditions including those not specifically covered by this Contract, the Employee shall be governed by the Employer's policies. According to the Labor law, the Employer can amend, add, remove the points in the contract and can review as per the company policy from time to time and the Employer's decision in this respect shall be final and binding.
- vii. In case of any dispute of any kind arising out of the Employee's employment or breach of this Contract, a court of law in the UAE alone shall have jurisdiction to adjudicate upon any such dispute and the governing Law for the purposes of the Contract shall be the Federal Law (8) 1980 of UAE, as amended from time to time.
- viii. Any gender shall include the other genders and references to the singular shall include the plural and vice versa.
- ix. The headings in this Contract are for convenience only and shall not affect its interpretation.
- x. The provisions contained in each clause and sub-clause of this Contract shall be enforceable independently of each of the others and its validity shall not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question shall apply with such modification as may be necessary to make it valid.

# SOBHA

CONSTRUCTIONS

If the terms of this Job Offer Letter are acceptable to you, please sign and return the duplicate copy of this Offer Letter to confirm your acceptance on or before **26 November 2022** along with the following documents. Failure to do so shall result in this Offer Letter being cancelled with immediate effect.

- (1) Clear copy of passport (validity - minimum 1 year);
- (2) Color passport size photographs on white background
- (3) Attested qualification certificate (Duly attested by UAE Embassy and MFA);
- (4) Clear copy of salary declaration or payslip (if applicable);
- (5) Clear copy of visa and immigration cancellation (if applicable);
- (6) Clear copy of previous Emirates ID (if applicable).

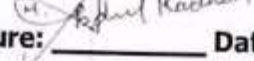
We welcome you to our organization and look forward to a long and happy association with you.

Yours truly,

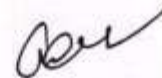
**Sobha Constructions LLC**



**Safeer Basheer Mohammed**  
**Head - HR & Director of Transformation**

I accept all terms above and the employment job offer. **Signature:**  **Date:** 24-11-2022

**SOBHA**  
CONSTRUCTIONS



## ANNEXURE A

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
625 015

### EMPLOYMENT COMPENSATION & BENEFITS SUMMARY

#### GENERAL

- |                       |  |
|-----------------------|--|
| (1) NAME              | : Abdul Kadhar Mohamed Ibrahim           |
| (2) NATIONALITY       | : Indian                                 |
| (3) PASSPORT NO.      | : W4547824                               |
| (4) EMPLOYMENT STATUS | : Single Status                          |
| (5) DESIGNATION       | : GET -Site Engineer                     |
| (6) CONTRACT TYPE     | : Limited                                |
| (7) DATE OF JOINING   | : Subject to approval of employment visa |

#### COMPENSATION (Paid in UAE Dirhams)

- |                              |                     |
|------------------------------|---------------------|
| (1) BASIC                    | : 2,500/- Per Month |
| (2) HOUSE RENT ALLOWANCE     | : 1,250/- Per Month |
| (3) TRANSPORT/ SPL ALLOWANCE | : 500/- Per Month   |
| (4) OTHER ALLOWANCE          | : 750/- Per Month   |

**TOTAL (AED) : 5,000/- Per Month**

#### BENEFITS

- |                        |                                |
|------------------------|--------------------------------|
| (1) GRATUITY           | : As per UAE Labor Law         |
| (2) MEDICAL / COVERAGE | : "B" Category                 |
| (3) ACCOMMODATION      | : Allowance provided           |
| (4) TRANSPORT          | : Allowance provided           |
| (5) ANNUAL AIR TICKETS | : Ticket cost will be provided |

#### OTHER CONDITIONS

- |                   |                        |
|-------------------|------------------------|
| (1) PROBATION     | : As per UAE Labor Law |
| (2) NOTICE PERIOD | : As per UAE Labor Law |

### ACCEPTED

#### FOR EMPLOYER

Name: **Safeer Basheer Mohammed Ibrahim**  
Head - HR & Director of Transformation

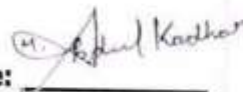


Signature: \_\_\_\_\_

Date: 23-11-2022

#### FOR EMPLOYEE

Name : **Abdul Kadhar Mohamed**



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

Date: 24-11-2022



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223916059/Chennai**  
**Date: 30/11/2022**

Mr. Abdullah B  
26/2aMohamed Shapuram 3rd Street,  
Thirumangalam,  
Madurai-625706,  
Tamil Nadu.  
Tel# -

Dear Abdullah B,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**  
**TCSL/CT20223916059**

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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

  
**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**



GROSS SALARY SHEET

Annexure 1

Name	Abdullah B
Designation	Assistant System Engineer-Trainee
Institute Name	Thiagarajar College Of Engineering, Madurai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
Xplore/ Learning Incentive****		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

TCS Confidential  
TCSL/CT20223916059

14

**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

*Pen*  
**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Ref.: GET 2023/Civil/WETIC-LT202315715202102

19th June 2023

Mr. Adarsh Timmakondu Suriyaprakash  
Thiagarajar College of Engineering  
Contact No. 8883822005

Dear Sir,

**Sub: Appointment as Graduate Engineer Trainee**

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report for the training and initial orientation program at **Chennai** on **03<sup>rd</sup> July 2023**. Your place of posting and joining formalities will be intimated in due course and a detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect. In case of any clarification, kindly contact Ms. Olivia.A / 9445224543/ [olivia.a@lntecc.com](mailto:olivia.a@lntecc.com).

Yours Faithfully,  
for LARSEN & TOUBRO LIMITED



(GAUTAM JAIN)

HEAD - TALENT ACQUISITION  
WATER & EFFLUENT TREATMENT IC

Ref.: GET 2023/Civil/WETIC-LT202315715202102

19th June 2023

Mr. Adarsh Timmakondu Suriyaprakash  
Thiagarajar College of Engineering  
Contact No. 8883822005

  
Dr. C. S. Ravi  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Sir,

**Sub: Appointment as Graduate Engineer Trainee**

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Engineer Trainee** on the following terms and conditions, subject to:

- (a) Your passing the final Degree Examination in FIRST attempt and  
(b) Being found medically fit by the Company's Doctor.
1. Your period of training will be for twelve months from the date you report for training.
  2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
  3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY	25210/- P.M	24410 /- P.M
<b>TOTAL</b>	<b>40710/- P.M</b>	<b>39910 /- P.M</b>

You will be eligible for reimbursement of Site Compensatory Allowance when posted at Project Sites as follows: -

Site Compensatory Allowances (P.M)	Project Based
	₹ 3160/-P.M.

A lump sum amount of ₹ 60,000/- will be payable to Graduate Engineer Trainee on successful completion of training period.

You are also eligible to get Leave Travel Assistance ₹ 21,000/- after the completion of eleven months of your training period. Refer Annexure II.

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.



**Mr. Adarsh Timmakondu Suriyaprakash**

5. **Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly stipend and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. **Medical Benefits:** You will be eligible for medical benefits in accordance with the Company's Scheme for your cadre.
8. **Leave:** During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I**.
9. **Working Hours:** You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.
10. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
11. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following: -
  - (i). Breach of any of the conditions of this agreement;
  - (ii). Any misconduct on your part;
  - (iii). Failure to carry out any of your duties and obligations;
  - (iv). Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
12. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
13. You are to treat the terms of this agreement as confidential.
14. You are to treat the following as strictly confidential
  - Your salary, allowances, benefits, rewards.
  - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

**Mr. Adarsh Timmakondu Suriyaprakash**

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

15. You will keep us informed of your local contact address whenever there is any change.
16. You will be assigned to work in our **Water Effluent & Treatment IC,L&T Construction**. We will advise you on your initial place of Office / Project posting separately from our end.
17. We will be intimating you regarding joining formalities in due course. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
18. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
19. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.
20. **Code of Conduct:** You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which May include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure III**.

21. **Disputes & Arbitration:** Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
22. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

**Mr. Adarsh Timmakondu Suriyaprakash**

23. **Confidentiality Agreement:** As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

24. **Non-disclosure of confidential information and trade secret:** You shall not, except as authorized, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company.

25. **Non-competition restriction:** You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialized. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination/ retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

Page 4 of 5

**Mr. Adarsh Timmakondu Suriyaprakash**

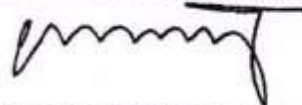
**26. Non-Solicitation and Non-Poaching:** You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company. You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

All communications/notices should be addressed to **The Head-HR, Water & Effluent Treatment IC, 5th floor, TC-3 Tower B, L&T Construction, Mount Poonamallee Road, Manapakkam, P.B.No.979, Chennai-600089.** Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 7 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Yours faithfully,  
for **LARSEN & TOUBRO LIMITED**



(**MUKESH KUMAR SINGH**)  
**HEAD-HUMAN RESOURCES**  
**WATER & EFFLUENT TREATMENT IC**

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.

Adarsh T S

Adarsh T S (Jun 19, 2023 16:28 GMT+5.5)  
(Signature)

date : Jun 19, 2023

Page 5 of 5

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Water & Effluent Treatment is a brand of Larsen & Toubro Limited

**ANNEXURE – I**  
**LARSEN & TOUBRO LIMITED**  
**L&T CONSTRUCTION**  
**Leave Rules for Post Graduate Engineer Trainee / Graduate Engineer /**  
**Architect Trainee /**

**Privilege Leave:**

1. Eligibility : After 11 Months Training
2. Quantum : 23 days per annum
3. PL not availed at the end of the training period will be encashed and cannot be carried over to the Next Year.
4. If for any reason the leave extends beyond the period of training, your training period will be proportionately extended and if the trainee is offered employment with the company, the date of employment will be from the date of training is completed.

**Casual Leave:**

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum
3. Not more than 2 days CL will be allowed to be taken at one time. With holidays/ weekly off days prefixed / suffixed to CL, the total absence should not exceed 5 days.
4. Except in the case of extreme emergency, application for CL shall be made to the appropriate authority and sanction to be obtained prior to availing of leave.

**Sick Leave:**

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum on full stipend
3. The trainee shall produce a medical certificate from Registered Medical Practitioner in support of his sickness.
4. The company has the right to have the trainee examined by the company's Medical officer to ascertain the sickness.
5. SL shall not be combined with CL

If for any reason, the attendance of the trainee falls short of 240 working days per annum his training period will be extended by the period of such shortfall.

**ANNEXURE – II  
L&T CONSTRUCTION**

<b>GET Compensation Structure</b>				
<b>Components</b>	<b>Office Based Posting</b>		<b>Project Site Based Posting</b>	
	<b>(in INR per month)</b>	<b>(in INR per annum)</b>	<b>(in INR per month)</b>	<b>(in INR per annum)</b>
<b>Monthly Components (A)</b>				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay	25,210	3,02,520	24,410	2,92,920
Site Compensatory Allowance			3,160	37,920
<b>Sub Total (A)</b>	<b>40,710</b>	<b>4,88,520</b>	<b>43,070</b>	<b>5,16,840</b>
<b>Statutory Components (B)</b>				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
<b>Sub Total (B)</b>	<b>1,860</b>	<b>22,320</b>	<b>1,860</b>	<b>22,320</b>
<b>Annual Components (C)</b>				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
<b>Sub Total (C)</b>	<b>6,750</b>	<b>81,000</b>	<b>6,750</b>	<b>81,000</b>
Medical Insurance and other Benefits	898	10,776	3,148	37,776
<b>Sub Total (D)</b>	<b>898</b>	<b>10,776</b>	<b>3,148</b>	<b>37,776</b>
<b>Total CTC</b>	<b>₹ 50,218</b>	<b>₹ 6,02,616</b>	<b>₹ 54,828</b>	<b>₹ 6,57,936</b>

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid an one-time lump Sum amount of ₹ 60,000/-.
- Leave Encashment : Unconsumed Privilege Leave will be encashed at the end of the training period . However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You will be provided with shared bachelor accommodation at a subsidized recovery rate of ₹ 100/- per month & to and fro local transport facilities from residence to work location at Project sites. Subsidized mess facilities are also available.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a sum of max. ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from the employee as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 437/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you .

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Water & Effluent Treatment is a brand of Larsen & Toubro Limited

**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**



**LARSEN & TOUBRO LIMITED**

**CODE OF CONDUCT**

**FOR**

**S & E AND COVENANTED  
OFFICERS**

**2020**

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## I. PREAMBLE

- L&T is a professionally managed Indian multinational, committed to total customer satisfaction & enhancing stakeholders' value.
- The Company's philosophy on corporate governance is built on a rich legacy of fair & transparent governance & disclosure practices. This includes respect for human values, individual dignity, & adherence to honest, ethical & professional conduct. "L&T-ites" are guided by the vision statement & values mentioned therein for the success & reputation of L&T.

## II. APPLICABILITY

This Code of Conduct is applicable to all Supervisory, Executive, Covenanted and equivalent grades of Larsen & Toubro Limited and its group of Companies.

The Board Members, Executive Directors and Senior Managerial Personnel (Senior Officers) will continue to be governed by the Code of Conduct signed by them.

## III. CODE OF CONDUCT

### *i). Honesty, Integrity, Ethics*

All L&T-ites shall act in conformity with professional standards of personal integrity, honesty & ethical conduct, especially when on Company's business, at Company sponsored events, or when representing the Company.

Ethical conduct is one that is free from fraud & deception and includes actual or potential conflicts of interest between personal advantages as against organization's needs and/or values.

### *ii). Respect for Individuals*

Our success can be achieved only when we treat everyone, both within and outside our Company, with respect. Respect in the workplace, along with individual excellence and collaborative teamwork, is how we will accomplish our goals.

L&T-ites shall treat their colleagues & business associates with dignity & respect, irrespective of caste, creed, gender, religion/region, nationality, appearance or any disability.

Superiors shall encourage their subordinates/colleagues to express their professional views in meetings / discussions, candidly and without fear. Feedback on performance will be provided as far as possible in private. They shall treat them with equity & fairness.

L&T-ites shall not use abusive or offensive language, tone or gesture with their colleagues or business associates. Superiors shall not insult/demean their subordinates.

L&T-ites shall commit to create an environment which is free of any type of sexual harassment & abide by the Policy for Protection of Women's Rights at the Workplace. Every employee shall strive to protect women employees' from any act of sexual harassment.

The Provisions of the relevant law, rules and norms regarding the Sexual Harassment of Women at Workplace have become contextually very relevant in today's time. It is very important for every male employee to exercise diligence in drawing the line with respect to professional interactions with female employees. Maintaining decorum and ensuring that the employee is not exposed to complaints is important, for which it is the responsibility of each male employee to be fully aware of the provisions of the relevant law and repercussions of violations. It is the responsibility of the employee concerned to familiarize himself with the relevant law as applicable.

The details of the relevant law as applicable in India are in the link below

Please click [here](#) for the policy

**iii). Customer Need and Stakeholder Value**

L&T-ites are passionate about meeting customers' needs and delivering to stakeholders. L&T-ites shall:

- ✓ Demonstrate a passion for understanding and meeting the needs of customers and stakeholders
- ✓ Shall be fair, professional and transparent in its dealings with the customers and stakeholders.
- ✓ Take active responsibility for the quality of service we provide to customers and stakeholders

- ✓ Are open to change and readily implement better ways of doing things
- ✓ Have high performance expectations and a mindset of excellence
- ✓ be innovative in identifying new opportunities and approaches for our customers, stakeholders and ourselves
- ✓ respect customers' right to privacy in relation to their personal data
- ✓ Comply with all data privacy laws that prescribe how to responsibly collect, store, use, share, transfer and dispose of personal information, and strive to comply with those laws everywhere the Company operates.

**iv). Fair Competition and Anti-trust**

Company believes fair and open competition benefits customers, stakeholders, and society as a whole. Company supports the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.

L&T-ites shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors. L&T-ites shall collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

**v). Sharing of Official Information**

L&T-ites shall not divulge or communicate in any manner sensitive/confidential information to third parties, except when authorized to do so for business reasons. Company's Policy Guideline on Designated Spokespersons authorized for communicating to the media in this regard, shall be strictly followed.

L&T-ites shall not speak ill about the organization to any external agency which would tarnish the image of the organization.

Similarly, L&T-ites shall desist from indulging in rumour mongering/loose talks, about the organization that is detrimental to the Company's interest.

Please click [here](#) for the policy

vi). ***Maintaining Confidentiality***

In addition to the above, the employees shall maintain the integrity of internal communications. Care shall be taken to mitigate various risks emanating out of communication such as misrepresentation of facts/ events, leakage of price sensitive information, unfavourable reports on developments in the Company and inconsistent communication at the times of crisis. The contents of all the internal & external communications shall conform to the guidelines of Communication Risk Management Policy issued jointly by the Corporate Brand Management & Communication Department and Corporate Risk Management.

Please click [here](#) for the policy

The employees and personnel of L&T Group may in the course of their employment and engagement, become aware of and possess information of L&T Group or third parties disclosed to the L&T Group that is not generally known. This may include information which if disclosed could jeopardize the interests of the L&T Group.

As an HR process the Company conducts Development Centre (DC) regularly to assess leadership potential. The participants in these centres will be expected to maintain utmost confidentiality with respect to the content, material received in the DC's and conduct themselves with the highest sense of professional ethics.

Hence as per the Confidentiality policy, all the employees have been entrusted with the duty to keep such information strictly confidential and use it only for proper purposes in accordance with the law. This would apply during the course of employment as well as post separation.

Please click [here](#) for the policy

vii). ***Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPS)***

Every employee will be considered as an 'INSIDER' under the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended in 2018. As an Insider, it is the duty of the employee not to deal in or advocate trade in securities (eg. equity shares / preference shares / derivatives) of the Company when in possession

of any UPSI and till such time the information comes in the public domain.

The onus will be on the employee to demonstrate that he / she was not in possession of UPSI at the time of dealing in securities.

Please click [here](#) for the circular on prevention of insider trading along with the L&T Securities Dealing Code and the SEBI (PIT - Prohibition Of Insider Trading) Regulations.

**viii). Professional Engagement & Public Advocacy**

L&T-ites are encouraged to associate themselves with activities of professional bodies/fora to enrich their knowledge and also help in building organization's image.

The government is an important stakeholder in our business and we therefore engage with it through multiple business forums and trade organisations. We shall engage with the government and regulators in a constructive manner in order to promote good governance. Our senior executives are active members of industry bodies that participate in the development of public policy that addresses issues affecting industry, business, products and customers. However, such engagement should not result in dereliction of duty or in discrediting the organization's image/reputation or abuse of organization's resources.

**ix). Use of Company Assets & Brand Logo**

L&T-ites shall not exploit the organizational resources for one's own personal gain/pecuniary advantage. In discharge of official duties, one shall strive for effective and judicious use of resources entrusted to them. Resources include both tangible assets like equipment and facilities etc. or intangible assets like designs, information, software or network with suppliers/customers, etc.

L&T-ites are entrusted with the duty of using the brand logo without modifying the same. All the employees shall abide by the guidelines for Brand applications/usages including on visiting cards. Deviations from the specific logo templates will not be permitted.

Please click [here](#) for the policy on [Brand Marks](#) and [Use of Brand Marks by External Parties](#)

**.x). Intellectual Property**

Company's intellectual property is an invaluable asset that must be protected at all times. L&T-ites shall respect and protect all confidential information and intellectual property of the Company.

L&T-ites shall safeguard the confidentiality of all third party intellectual property and data. L&T-ites shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable company policies or law.

L&T-ites shall promptly report the loss, theft or destruction of any intellectual property and data of the Company or that of any third party.

**.xi). Social Media Code of Conduct**

L&T encourages social media interaction (during the employees' personal time) in an individual capacity and we trust our employees to act responsibly adhering to the policies of the company with respect to messages pertaining to the business and/or brand.

L&T-ites are expected to use social media in the best interests of the Company wherever there is any reference to the Company's name, brand or reputation. Social media interaction includes all digital social platforms and online interaction including interaction on platforms such as LinkedIn/ Facebook / Twitter / YouTube / Snapchat / Blogs or Review platforms / Whatsapp.

1. Responsibility:
  - a) Every employee is responsible for what they post. They have to be aware that social media interactions for or on behalf of the Company (intended or unintended) can have legal repercussions that make the Company liable.
  - b) They should not use the L&T logo or trademarks as their display pictures / images
  - c) They should not share information about clients, partners, L&T leadership, L&T Businesses and their performance. They should not be involved in Plagiarism or infringement of any copy right, in the context of any reference made about L&T, its business, products or services.
  - d) They should avoid anonymous postings
2. What can be posted on social media:
  - a) Confidentiality of information should be kept in mind. One may share awards/accomplishments pertaining to the

company after they become public information. Personal views and perspectives shared in the form of blogs, articles, stories, narrations any form of postings should have a disclaimer that these views are views of the individual and not of the company

- b) One should not share information on or comment on current or former employees, clients, competitors, vendors or suppliers.
- c) One should not share any content that is protected by a third party's copyright. When sharing content created by someone else, due credit should be given to the creator.
- d) One should not film or photograph internal events and post them to social media unless one has the authorisation from their department head.

3. Tone:

- a) One should be Respectful. L&T does not condone any abuse and trolling on social media.
- b) One should use first person (don't use 'we' or 'us') when sharing opinions. It should be made clear that what is shared or said, is representative of one's personal views and opinions only and are not necessarily the views and opinions of L&T.
- c) One should be proactive and take responsibility in accepting and clarifying controversies (if any) around one's post on social media.

4. L&T reserves the right to monitor, edit, forbid, stop or / and filter comments or discussions about the group or companies, employees, clients and the industry, including products and competitors, posted by any employee on the Internet / in Social Media.

If any content violates the L&T Code of Conduct or the Social Media Policy, or the company's Communication Policy, the Group reserves the right to seek clarification, and if required, ask the employee to delete that content.

The Group Social Media Policy is covered under sections 5.11.49 through 5.11.51 of the Brand Manual.

Please click [here](#) for the policy.

**.xii). Use of Information Technology**

L&T-ites shall judiciously use the Information Technology facilities provided to them. They shall conform to the policy on Information Technology.

The increasing usage of E-mails forms a major portion of the network usage. In order to make the best utilization of the resources and to prevent undesirable fallouts resulting from the use of E-mails, users should comply with the Corporate E-mail usage Guidelines. Please see Corporate E-mail usage policy framed for the proper utilization of the facility.

Please click [here](#) for the policy

**.xiii). Working Environment & Dress Code Policy**

L&T-ites shall not engage in any activity that is likely to result in disturbing peace & harmony in the workplace or engage in activities that are likely to create tension, bitterness or confusion in the minds of colleagues.

Superiors shall endeavour to create a climate in ensuring the above.

All L&T-ites are expected to follow the dress code policy in order to project a professional image through attire and bearing.

Please click [here](#) for the policy

**.xiv). Environment, Health & Safety (EHS)**

Safety is the core component of a Company's responsibility; it is also the foundation of its long-term viability. Company is committed to the safety and health of employees. Company believes that all injuries and occupational illnesses are preventable. Company has a commitment to zero injuries in the workplace.

L&T-ites shall endeavour to create a safe working environment by following the policies and procedures as laid down in the Corporate Environment, Health & Safety Management Systems framework.

Towards this, all the employees shall:

- a) Incorporate EHS considerations in all business decisions
- b) Ensure compliance to statutory and other requirements



- c) Prevent adverse environmental impacts and occupational health and safety risks
- d) Conserve natural resources, minimize waste generation and environmental emissions
- e) Impact structured training for employees and stakeholders for effective EHS performance
- f) Encourage communication, consultation and collaboration with all the stakeholders

L&T-ites shall strive to keep ones' own place and surrounding workplace clean and hygienic.

Please click [here](#) for the policy

**.xv). *Respect for Human Rights***

The Company respects human rights everywhere it works and while doing business with others. The Company does not employ children at the workplaces. The Company also does not use forced labour in any form.

**.xvi). *Sustainability***

L&T-ites are committed to fulfilling our economic, environmental and social responsibilities while conducting business. All the L&T-ites shall strive to conserve natural resources, and achieve sustainable growth, through a culture of trust and care.

Please click [here](#) for the policy

**.xvii). *Corporate HR policy***

People are the most valuable resources that contribute towards realizing the dynamic vision of the Company. Hence in consonance with the HR functions, we shall be relentlessly committing ourselves to:

- a) Acquiring, developing and retaining a pool of high-calibre talent
- b) Enabling and empowering our employees to be creative and innovative
- c) Establishing systems and practices for maintaining transparency, fairness and equality
- d) Creating a culture of continuous learning, competitiveness and excellence through change management
- e) Respecting ethics, values and good governance
- f) Provide equal opportunity for growth & development

Please click [here](#) for the policy

**xviii). Risk Management Framework Including Tax Risk Management Policy**

The employees must comply with all the laws applicable to the Company, adhere to the Risk Management framework and abide by the Internal Control Guidelines including the Tax Risk Management Policy.

Please click here for the policy on:

[Enterprise Risk Management](#)

[Internal Controls](#)

[Risk Management Policy](#)

**xix). Prohibited Items**

Use, sale, purchase or possession of alcohol/narcotic drugs/arms/weapons by L&T-ites at workplace or when on duty, is prohibited. Smoking is allowed only at designated places.

**xx). Anti-Bribery**

L&T-ites should never offer, directly or indirectly, any form of gift, entertainment or anything of value to any government official or commercial partners including customers or their representatives to

- a) Obtain or retain business
- b) Influence business decisions; or
- c) Secure an unfair advantage.

This includes bribes, kickbacks and facilitation payments.

L&T-ites should not accept, directly or indirectly, any form of gift, entertainment or anything of conspicuously high value from existing and potential business partners, vendors or their representatives

This includes bribes, kickbacks and facilitation payments.

Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks for academic sessions, contribution to academic boards etc. will be permitted, as mentioned in 'Gift Policy' below.

**.xxi). Gift Policy**

A gift is anything of value and would encompass any gratuitous monetary or non-monetary benefit. It includes tangible items such as cash, precious metals, stones, jewelry, art and any of their equivalents, but also intangible items such as discounts, services, loans, favours, special privileges, advantages, benefits and rights that are not available to the general public. A "gift" also includes meals, entertainment, hospitality, vacations, trips, use of vacation homes, tickets to sporting or music events, outings, vendor familiarization trips and use of recreational facilities.

L&T-ites are prohibited from offering gifts, hospitality and entertainment or anything else of value, which might influence the decisions of counterparties or Officials in connection with the business of the Company.

L&T-ites are also prohibited from accepting any gifts, hospitality and entertainment, or anything else of value, which might influence their own decisions.

Only Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks, etc. will be permitted under this Policy. Such gifts should comply with local laws and customs (including cultural and religious festivals) and should not be prohibited under applicable law and should not include cash or cash equivalents, gold or other precious metals, gems or stones. L&T - ites may also initiate or become part of occasional business meals or celebratory events and entertainment, etc. in such manner that this policy remains unstained.

**.xxii). Information Security**

The Information Security Policy sets out the expectations on every employee to safeguard confidential information of the Company and our third parties with the assurance of security, availability, integrity and confidentiality. This policy provides employees with the mandatory directive of safeguarding L&T and its stakeholder's information.

Please click [here](#) for the policy.

*xxiii) And Finally*

All L&T-ites besides being good employees, shall endeavor to contribute towards:

- Development of the Community and Society.
- Supporting National & Humanitarian Causes.

#### **IV. MECHANISM FOR IMPLEMENTATION AND MONITORING**

Approvals / Disclosures under the points mentioned above should be as per the respective policies.

Violations of the Code of Conduct should be reported as per the Reporting Matrix which is annexed and forms an integral part of the Code of Conduct.

As a practice, any violations should be reported to the 1<sup>st</sup> Level Reporting Authority who shall investigate the same and take necessary action. However, if the violation is by the 1<sup>st</sup> Level Reporting Authority itself, then it should be reported to the 2<sup>nd</sup> Level Reporting Authority.

In case the Reporting Authority comes to the conclusion that the violation is of a grave nature, the same shall be reported to the Whistleblower Investigation Committee for further action within a reasonable time frame.

The concerned Reporting Authority will give a summary of the violations reported of the Code of Conduct and the action taken thereon on a monthly basis to the IC HR Head who in turn shall provide the same to Corporate HR.

#### **V. ECOM DISCLOSURE**

Corporate HR Head will provide a summary of the violations reported of the Code of Conduct and the action taken thereon on a quarterly basis

#### **VI. REVIEW & AMENDMENT**

The Code shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective. The ECOM has the right to change/amend the Code as may be expedient taking into account the law for the time being in force.

#### **VII. NON-COMPLIANCE:**

Non-compliance of the provisions of this Code shall be treated as dereliction and an act of misconduct.

\*\*\*\*\*

MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS				
SI No	Breach reporting	Reporting Structure		Remarks
		1st Level	2nd Level	
1	Work Place Conduct ( Abusive or offensive language)	DH	CHR	#
2	Reporting of Bribe/ Fraud	WBIC		@
3	Breach of Confidentiality/Intellectual Property - sharing trade secrets and confidential information	WBIC		@
4	Dealing in securities while in possession of UPSI	Company Secretary	ECDM Member	
5	Misuse of Company's Assets	IC HR	CHR	#
6	Breach of Information security	DH/IC HR	CHR	#
7	Use of prohibited Items like drugs, weapons, etc.	WBIC		@
8	Sexual Harassment	ICC		
SI No	Clarification /Permissions	Authority		
1	Dealing in securities	CS Team		
2	Professional Engagement and Public Advocacy	DH		
3	Company Assets & Brand Logo	CBMC		
4	Social Media Code of Conduct	CBMC/Legal		
5	Information Technology	DH/Corporate IT		
6	Work Environment Dress Code Policy	CHR		
7	Environment, Health & Safety	DH		
DH	Department Head			
WBIC	Whistle Blower Investigation Committee			
ICC	Internal Complaints Committee			
CMBC	Corporate Brand Management & Communications			
CHR	Corporate Human Resources			
#	If not attended to, can be escalated to WBIC			
@	The Complainant has the option to write directly to the Chairperson of the Audit Committee at acc@arsentoubro.com.			

*Adarsh T S*

Adarsh T S (Jun 19, 2023 16:28 GMT+5.5)



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

03-Oct-2023

Dear Akshaya Murugan,  
B.E., Civil  
Thiagarajar College of Engineering, Madurai

Candidate ID – 24887839

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**.

During your probation period of 12 months which includes your training program as applicable post joining as a full-time employee, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. Your compensation is highly confidential and if the need arises, you may discuss it only with your manager.

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 **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

Please note:

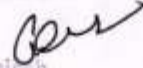
1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).

**Annexure A**

  
 Dr. G.K. Rajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

**Compensation and Benefits**
**Name:** Akshaya Murugan

**Designation:** Programmer Analyst  
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

**Note: The Insurance amount may vary subject to market conditions from time to time.**

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
- 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

**Leave & Vacation:**

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Eamed Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act



# Aarbee Structures Pvt. Ltd.

Structural Steel Designers & Detailers

CIN: U74210KA2005PTC036409

RBS/CBE/HR/20230308/2222  
10 March 2023

To  
23, Naidu Street,  
Sundar Nagar,  
Thirunagar Madurai, TN

Dr. G.K. Raajesh  
Placement Officer  
K. Nagarajar College of Engineering  
Madurai - 625 015

**Subject: Offer Letter for the Post of Trainee Detailing Engineer.**

Dear Anushruthi Sukumar,

Congratulations! Further to your Interview and Subsequent selection process we are delighted to offer you the role of **Trainee Detailing Engineer**.

**Remuneration**

You will be paid a stipend of **INR.17000/- (Rupees Seventeen thousand only)** per month which includes PF and ESI benefits.

**Reporting:**

You will be reporting to Project Leader or whomsoever management nominates. You will be based in the **Coimbatore office** of the Company, i.e. **Aarbee Structures Pvt. Ltd., 2<sup>nd</sup> Floor, Module No 201to 204, Tichel Bio Park Ltd Phase-III, Marudhamalai Road, Coimbatore, Tamil Nadu – 641046**. The Company shall further be entitled to change the location of the place of work.

**Probation:**

You will be on probation for a period of nine (9) months from the date of your joining, on successful completion of probation, your employment with the company will stand confirmed subject to the terms and conditions as per the Company policies.

On your joining date, you are expected to sign "Bond" for Three (3) years including 9 months of training to ensure the employment with us in case of confirmation. One of your parents should come along with you to sign the "Bond" on the date of Joining. Please note that the increment / incentive / appraisal are not on automatic basis and it will be decided by the management according to your performance. Your date of Joining will be intimated to you through a separate letter/mail, after your final semester examinations. You are requested to submit copy of all your qualification documents, Address proof and PAN card on the date of joining. You are also requested to bring along all the original documents for verification purpose. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. We request you to carry a signed copy of the offer letter on the day of your joining as token of your acceptance. Welcome to Aarbee Structures Pvt. Ltd. We wish you a long, rewarding and fulfilling career.

Yours sincerely,

For Aarbee Structures Pvt. Ltd.

Praseed Kumar C  
Asst Manager Admin & HR



2nd Floor | TICEL Bio Park III | Off Maruthamalai Road  
Coimbatore 641046 | Tamil Nadu | INDIA  
Phone: +91 80 6833 3400 | USA: +1 732 579 6180  
www.aarbeestructures.com | info@aarbeestructures.com





*[Handwritten Signature]*

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223913828/Chennai**  
**Date: 25/11/2022**

Ms. Ayisha Bhahima A  
4/1195- AAnnai Abirami Street,  
Thasildhar Nagar,  
Madurai-625020,  
Tamil Nadu.  
Tel# 91-9677657823

Dear Ayisha Bhahima A,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/CT20223913828**

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, Neriman Point, Mumbai 400 021

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

**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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**3**

## **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: careen@tcs.com



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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



## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



## 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.





#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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TCSL/CT20223913828

### 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



- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
  - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
  - 4 passport sized photographs
  - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
  - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
  - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



## 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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



Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Ayisha Bhahima A</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

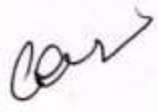
(g) will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



05-Nov-2023

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Balaji Dhanasekaran,  
B.Tech/B.E., Civil Engineering  
Thiagaraja College of Engineering

Candidate ID - 12380233

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst 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.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- 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.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- 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://campus2coenizant.coenizant.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:

Name: Balaji Dhanasekaran Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

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

# Cognizant

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



# Aarbee Structures Pvt. Ltd.

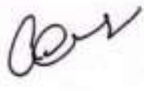
Structural Steel Designers & Detailers

CIN: U74210KA2005PTC038409

RBS/CBE/HR/20230308/2222

10 March 2023

To  
23, Naidu Street,  
Sundar Nagar,  
Thirunagar Madurai, TN

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai, 625 015

**Subject: Offer Letter for the Post of Trainee Detailing Engineer.**

Dear Bharathvasan J M,

Congratulations! Further to your Interview and Subsequent selection process we are delighted to offer you the role of **Trainee Detailing Engineer**.

**Remuneration**

You will be paid a stipend of **INR.17000/- (Rupees Seventeen thousand only)** per month which includes PF and ESI benefits.

**Reporting:**

You will be reporting to Project Leader or whomsoever management nominates. You will be based in the **Coimbatore office** of the Company, i.e. **Aarbee Structures Pvt. Ltd., 2<sup>nd</sup> Floor, Module No 201to 204, Ticel Bio Park Ltd Phase-III, Marudhamalai Road, Coimbatore, Tamil Nadu – 641046.** The Company shall further be entitled to change the location of the place of work.

**Probation:**

You will be on probation for a period of nine (9) months from the date of your joining, on successful completion of probation, your employment with the company will stand confirmed subject to the terms and conditions as per the Company policies.

On your joining date, you are expected to sign "Bond" for Three (3) years including 9 months of training to ensure the employment with us in case of confirmation. One of your parents should come along with you to sign the "Bond" on the date of Joining. Please note that the increment / incentive / appraisal are not on automatic basis and it will be decided by the management according to your performance. Your date of Joining will be intimated to you through a separate letter/mail, after your final semester examinations. You are requested to submit copy of all your qualification documents, Address proof and PAN card on the date of joining. You are also requested to bring along all the original documents for verification purpose. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. We request you to carry a signed copy of the offer letter on the day of your joining as token of your acceptance. Welcome to Aarbee Structures Pvt. Ltd. We wish you a long, rewarding and fulfilling career.

Yours sincerely,

For Aarbee Structures Pvt. Ltd.



Praseed Kumar C  
Asst Manager Admin & HR



2nd Floor | TICEL Bio Park III | Off Maruthamalai Road

Coimbatore 641046 | Tamil Nadu | INDIA

Phone: +91 80 6833 3400 | USA: +1 732 579 6180

www.aarbeestructures.com | Info@aarbeestructures.com



*Dr. G.K. Raajesh*

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Proud history, bright future.

Working Days : Monday to Friday (5 days in a week)  
Working Hour : 8 hours each day / 40 hours in a week

5. Your hours of duty as well as holidays may be changed by the Company from time to time to meet business needs, subject to applicable law. You shall work such hours as assigned by the Company. You may also be required to work additional hours as and when requested to do so by the Company or when the proper performance of your work so requires, subject to applicable law.
6. You will be entitled to be paid extra remuneration for any such additional hours as per applicable law and Company Policies.
7. The effective date of your employment is **3<sup>rd</sup> July 2023**.
8. All other terms and conditions are stated in the India Employee Handbook and/or Company policies, which the Company reserves the right to amend from time to time. You shall observe all of the policies, rules and regulations of the Company and treat with utmost secrecy (both during and after cessation of your employment with the Company) all confidential data/information that comes into your possession or knowledge or is created in the course of your employment.
9. Your normal place of work is the Company's India office, the address of which will initially be 10<sup>th</sup> Floor, Prestige Polygon, 471, Anna Salai, Nandanam, Chennai - 600035, Tamil Nadu, India. The Company reserves the right to transfer you at any time to any other unit or division of the Company or its affiliates, including to any new office location, either in India or overseas, either on a temporary or permanent basis. You agree to comply with such transfer requirement unless exceptional circumstances prevail. In the event of such a transfer, the terms and conditions of the unit or division to which you are transferred will be applicable.
10. You will report to **Chief Technical Advisor - Structural** or such other person as may be designated by the Company from time to time.
11. The Company may from time to time require you to visit foreign countries to perform work on behalf of the Company. It is your responsibility to obtain advice on the health requirements, including but not limited to any recommended vaccinations or other precautions, for the countries you are visiting and to have the recommended vaccinations and to take such other precautions for those countries prior to traveling. This advice should be obtained from a registered and licensed medical practitioner. The cost of having the recommended vaccinations will be reimbursed to you by the Company.
12. You are personally liable for all income taxes arising in India or elsewhere on wages and remuneration received by you. You are obliged to file your own income tax returns in India or elsewhere and pay for any tax liability there from.
13. The Company will deduct all such taxes that it is required to under law. If, and to the extent that, the receipt by you of any benefits (including employee benefits), prerequisites or similar items provided or to be provided under this agreement is determined by the applicable taxing authorities to constitute compensation taxable to you, you shall be responsible for the payment of any and all taxes imposed upon you in respect thereof and shall not be entitled to reimbursement therefore from the Company or to any increase in your compensation hereunder by reason thereof.
14. After completion of the probationary period, your employment may be terminated by you or the Company by giving **Ninety (90)** calendar days' written notice. If notice is given by either party, the Company may elect at its discretion to make payment of your Basic salary in lieu of notice. The Company need not give prior notice of termination in the case of serious

Arjun Brown & Root Engineering and Construction India Pvt. Ltd. Office +91 44 4915 7100  
10<sup>th</sup> Floor, Prestige Polygon, 471 Anna Salai, Nandanam, Chennai - 600 035, Tamil Nadu, India. Fax +91 44 4915 7120  
Website: www.kbr.com  
Call Toll Free 0742 2043195/PTC04-17





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misconduct.

15. The retirement age for the Company's employees is sixty (60) years of age. Accordingly, if you are still employed at the date of your 60<sup>th</sup> birthday your employment will automatically cease on that date.
16. You agree that the Company is not bound to apply the "last on, first off" principle in the event that it is selecting employees for retrenchment. The Company will endeavor to find a suitable alternative position within the organization in the event that the position that you have been employed for is deemed to be redundant.
17. Please note that this offer of appointment is subject to the confirmation of your satisfactory references, background checks where applicable and eligibility to work in India.
18. Compensation data is strictly confidential. As such, you are responsible to maintain the confidentiality of your Salary Package. Employees who divulge their Salary Package to others will face disciplinary action and their employment may be terminated by the Company.
19. The Company's work frequently involves required access to or use of U.S. origin technical information. It is a condition of employment at any Company office or location that a candidate will be eligible to receive access to technical information of U.S. origin. Accordingly, please further note that this offer of employment is subject to confirmation that you are eligible to receive information necessary to perform the job for which you are being hired.

We would appreciate the indication of your agreement to the terms and conditions of employment and thereby acceptance of this offer by signing the duplicate copy of the letter and returning same to us.

Yours faithfully,

**Manoj  
Kumar B E**

Digitally signed by Manoj Kumar B E  
DN: cn=Manoj Kumar B E, o=KBR, ou=Chennai,  
email=manojkumar.k@kbr.com,  
Date: 2023.03.30 20:24:52 +0530



**Manoj Kumar B E**

**Lead Recruiter, Human Resources**

My signature affixed below indicates that I have read, understood and agreed to the above terms and conditions.

Signature: G. Priya

Date: 01-04-2023

Name: Bincia Priya Gnanamaran

Date of birth: 22-01-2001

Father's Name: Gnanamaran Devadoss

KBR Engineering & Construction India Pvt. Ltd.      OFFICE +91 44 6215 7100  
15, Anna Salai, Nandanam      Fax +91 44 4015 7120  
Chennai - 600 055, Tamil Nadu, India      Website: www.kbr.com  
Tel: +91 44 4015 7100/4015 7101

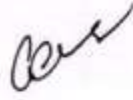


Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

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APPENDIX A			
Name:	Bindia Priya Gnananaran		
Designation:	Graduate Engineer Trainee (GET) – Civil and Structural		
Job Code:	ESTR10		
		Per Month	Per Annum
Total Cash	Basic	INR 28,415	INR 340,984
	HRA (50% of basic salary)	INR 14,208	INR 170,492
	Transport Allowance (Fixed amount)	INR 1,600	INR 19,200
	Ticket Restaurant Meal card (Fixed amount)	INR 1,100	INR 13,200
	Leave Travel Allowance (LTA)	INR 1,267	INR 15,204
	<b>Cash Total</b>	<b>INR 46,590</b>	<b>INR 559,080</b>
Provident Fund	ER Provident Fund (12% of basic)	INR 3,410	INR 40,920
Cost to Company (CTC) / year			INR 600,000
Additional Company Funded Benefits	Personal Accident Cover	As per Company policy	
	Group Life Insurance		
	Group Hospital & Surgical Insurance		
	Medical Reimbursement / year	INR	15,000

KBR Group & Institutions for Education and Construction India Pvt. Ltd. Office: +91 44 4915 7100  
 10 Floor, Prestige Polygon, 47 Anna Salai, Madurai. Fax: +91 44 4915 7130  
 Chennai - 600 035, Tamil Nadu, India. Website: www.kbr.com  
 CIN No: U74210HR1995PTC046117



05-Nov-2023

Dear Chandru M,  
B.Tech/B.E., Civil Engineering  
Thiagaraja College of Engineering

Dr. G.V. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID - 12380233

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst 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.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- 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.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,755/- 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:

# Cognizant

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://nonecognizant.cognizant.com> -> Total Rewards App for more details



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20192756519/Chennai**  
**Date: 28/09/2023**

**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**

Mr. Chinna Rengamani Subburaj  
41Kovalan Magar Main Road,  
Opp. To Rajam Road,  
Madurai-625003,  
Tamilnadu.  
Tel# 91-8940377345

Dear Chinna Rengamani Subburaj,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,875/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential  
TCSL/CT20192756519

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



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

GROSS SALARY SHEET

Annexure 1

Name	Chinna Rengamani Subburaj
Designation	Assistant System Engineer-Trainee
Institute Name	Thiagarajar College Of Engineering, Madurai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



*Dr. G.K. Raajesh*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

November 14, 2023

**Deepak Murugesan**

34/45 Kathirvel Nagar 2nd Street, Villapuram , Madurai-625012.

Dear Devadharshini,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Quality and Automation Engineer 1** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Quality and Automation Engineer 1** with Comcast India and you will be required to report to **Promothram Venkatachalam**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary performance Bonus shall be **INR 6,06,675** (Six Lakhs Six Thousand Six Hundred and Seventy Five Only).

COMCAST India Engineering Center I LLP  
Registered Office

Chennai One SEZ, 5th Floor, North Block in Phase II, Module 7 & 8, "Chennai One",  
Pallavaram-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai – 600 097, Tamil Nadu



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of 5% of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Works:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **July 3, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **Development Engineer 1** with Comcast India
- (b) Your performance and conduct during your period of internship with Comcast India from **January 6, 2023 to June 30, 2023** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
- (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **November 14, 2022** and Internship Agreement dated **December 10, 2022**.





- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time; and
- (g) You have agreed to and passed a background investigation conducted by Comcast India. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter, you hereby authorize Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.



3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

**Kannan Subramaniam**  
**Senior Vice President & General Manager**

#### **Acknowledgement**

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name:

Date:



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

COMCAST INDIA OFFER		
Name	Deepak Murugesan	
Comcast Title	Quality and Automation Engineer 1	
Department	Connect	
Hiring Manager	Promothram Venkatachalam	
Components	Monthly	Annual
Basic Pay (50% of Total Fixed pay)	25,278	3,03,338
Basket of Allowances		
House Rent Allowance (Capped at 50% of Basic)	12,639	1,51,669
Leave Travel Allowance *	2,107	25,278
Special Allowance	10,533	1,26,391
Total Fixed Pay	50,556	6,06,675
Target CIP Bonus Variable Pay %	-	5%
Target CIP Bonus Variable Pay	-	30,334
Total Cash	50,556	6,37,009
Provident Fund **	3,033	36,401
Telephone Reimbursement	1,000	12,000
Gratuity ***	-	14,591
Cost to Company	54,590	7,00,000

**Note:**

- \*Leave Travel Allowance is capped at 1 month of Basic
- \*\*PF is contributed at 12% of Basic Salary (Employer's Contribution).
- \*\*\*Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (Optional Benefit).



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

November 14, 2022

**Devadharshini Chellapandi**

34/45 Kathirvel Nagar 2nd Street, Villapuram , Madurai-625012.

Dear Devadharshini,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Quality and Automation Engineer 1** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Quality and Automation Engineer 1** with Comcast India and you will be required to report to **Promothram Venkatachalam**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary performance Bonus shall be **INR 6,06,675** (Six Lakhs Six Thousand Six Hundred and Seventy Five Only).

COMCAST India Engineering Center I LLP  
Registered Office

Chennai One SEZ, 5th Floor, North Block in Phase II, Module 7 & 8, "Chennai One",  
Pallavaram-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai – 600 097, Tamil Nadu



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of 5% of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Works:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **July 3, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **Development Engineer 1** with Comcast India
- (b) Your performance and conduct during your period of internship with Comcast India from **January 6, 2023 to June 30, 2023** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
- (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **November 14, 2022** and Internship Agreement dated **December 10, 2022**.



- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time; and
- (g) You have agreed to and passed a background investigation conducted by Comcast India. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter, you hereby authorize Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.



3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

**Kannan Subramaniam**  
Senior Vice President & General Manager

**Acknowledgement**

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:  
Name:  
Date:



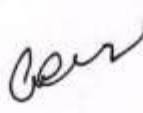
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

COMCAST INDIA OFFER		
Name	Devadharshini Chellapandi	
Comcast Title	Quality and Automation Engineer 1	
Department	Connect	
Hiring Manager	Promothram Venkatachalam	
Components	Monthly	Annual
Basic Pay (50% of Total Fixed pay)	25,278	3,03,338
Basket of Allowances		
House Rent Allowance (Capped at 50% of Basic)	12,639	1,51,669
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**Note:**

- \*Leave Travel Allowance is capped at 1 month of Basic
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- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (Optional Benefit).



**SOBHA**  
CONSTRUCTIONS  
Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015**JOB OFFER FOR LIMITED TERM CONTRACT**

This Job Offer Letter (the "**Contract**") is made on this day, 07 November 2022.

**BETWEEN**

**SOBHA CONSTRUCTIONS LLC**, having its Registered Office at PO Box: 25654 , MBR City, Nad Al Sheba 1, Dubai, United Arab Emirates. (hereinafter referred to as the "**Employer**").

**AND**

**Dhanushadith Krishna Moorthy** an Indian, holder of Passport number W4548397 (hereinafter referred to as the "**Employee**").

The Employer and the Employee collectively referred to as the "**Parties**" and individually referred to as a "**Party**".

WHEREAS, THE PARTIES HERETO HAVE MUTUALLY AGREED AS FOLLOWS:

**(1) Position**

The Employee is hereby appointed as **Graduate Engineer Trainee** on the terms and conditions stated and agreed herein.

**(2) Effective Date and Contract Period:**

This Contract shall be effective from the date the Employee joins the Employer and shall remain valid for an limited period unless terminated in accordance with the provisions of Ministry of Labor Contract (MOL).

**(3) Probation:**

The Employee shall be on probation for the period indicated in **Annexure A**. During the probation period, the Employer reserves the right to terminate the employment of the Employee forthwith upon notice.

At the end of probation period, the performance of the Employee shall be evaluated by the management and his employment shall be confirmed if the performance is found to be satisfactory. In case his performance is found unsatisfactory, the Employer shall have the right to terminate the Employee's employment forthwith upon notice.

**(4) Location of Work:**

The Employee shall be assigned to work at **SOBHA CONSTRUCTIONS LLC in Dubai, UAE**. However, during the period of employment, the Employee may be assigned or transferred to any of the Offices/departments/divisions/ of the Employer or its subsidiaries located in the UAE or any other country.



If such assignment or transfer requires the Employee to permanently relocate outside of the UAE, the Parties agree to terminate this Contract and the Employee shall be entitled to his full and final settlement as per UAE Labor Laws.

**(5) Duties:**

Notwithstanding anything contained in this Job Offer Letter, the Employee shall:

- i. Abide by all the rules and regulations laid down by the Employer at all times.
- ii. Work with a high standard of initiative, efficiency and economy, and shall perform, observe and conform to such duties, directions and instructions assigned or communicated to the Employee by the Employer and those in authority over the Employee.
- iii. Perform such duties and exercise such powers and functions which may, from time to time, be reasonably assigned to or vested in the Employee and such duties that relate to the business of the Employer or of any other group company of the Employer ("**SOBHA CONSTRUCTIONS LLC**"); and
- iv. Faithfully serve the Employer and the Group to the best of the Employee's ability and use his best endeavors to promote the interests of the Employer and the Group.

**(6) Compensation & Benefits:**

As indicated in **ANNEXURE A**.

**(7) Payment of Salary:**

Subject to deduction of any loans, advances and applicable taxes, if any, the salary shall be paid to the Employee in UAE Dirhams only and shall be transferred to the bank account of the Employee in the UAE. Upon commencement of his employment, the Employee shall be assisted by the Employer to open a salary transfer account.

**(8) Accommodation:**

The Employee shall make necessary arrangements for his own accommodation. However temporary accommodation will be provided to new employees recruited from overseas as per Company policy.

**(9) Medical Insurance:**

The Employer shall arrange for medical insurance of the Employee as per the Employment Status which is indicated in **ANNEXURE A**.



**(10) Leave and Holiday:**

**i. Annual Leave:**

On completion of twelve (12) months of continuous service with the Employer, the Employee is entitled to thirty (30) calendar days of leave. The employer may at his discretion determine the date for commencement of annual leaves and, when necessary, he may decide to divide the leave in two parts at the most, except in cases of juveniles where vacation may not be divided in parts. The entitlement with respect to travel costs and other benefits (if any) shall be as indicated in **ANNEXURE A**.

- ii. The Employee is required to avail his annual leave and as such unutilized leave cannot be encashed. Unutilized leave shall be carried forward with maximum limit of 60 days and excess days will be elapse from the credit.

**iii. Sick and Other Leave:**

Entitlement towards sick and other leave shall be in accordance with the UAE Labor Laws. During the probation period, the Employee shall not be entitled to any paid sick leave. The Employee is expected to become acquainted with the Employer's policy regarding leave.

**(11) Termination of Employment:**

This Contract may be terminated by either Party by providing a notice of termination as indicated in **Annexure A**. Upon termination of the Employee's employment for any reason, the Employee shall:

- i. forthwith return all correspondences, documents, computers, computer disks and software equipment, memory cards, external hard drives, medical insurance cards, parking card, ID's and any other property of any kind belonging to the Employer and/or the Group which may be in the Employee's possession or control. For the avoidance of doubt, the Employee shall not be permitted to retain any such information or documents (or copies thereof) after the termination of his employment for whatever reason; and
- ii. cooperate with the Employer in completing all necessary formalities to notify the relevant immigration and employment authorities including the Labor Department in the UAE of the termination of employment and the cancellation of the Employer's sponsorship of the Employee.



in case of non-compliance by the employee to the Ministry of Labor (MOL) labor card and contract term mentioned, the employee shall work for the Company for a period of 30 days (maximum of three months as per the nature of work) in order to clear all covenant and work-related obligations that are in his custody.

- iii. if the employee desires to terminate the Ministry of Labor (MOL) labor card and contract, the employee shall bear the ticket cost for returning to home country.

## **(12) Severance Pay:**

### **i. Occupational Diseases & Accident Compensation**

In cases of accidents and occupational diseases the employer shall pay the employee's treatment expenses at government or private hospitals until he recovers. When disability is proven the employer will pay for transport expenses arising from the treatment of employee.

In case of disability due to work or arising out of the job the Employer shall pay the Employee in accordance with the Article 145, 146, 147 & 148 of UAE Labor Law.

If the employee has deliberately caused injury to himself with intention of committing suicide or to obtain indemnity or sick leave or otherwise, or if the employee was at the time of the incident under the influence of drug or alcoholic drinks, or if he has willfully violated safety instructions displayed conspicuously at the place of business or if his injury or disability resulted from serious premeditated misdemeanor on his part or if he has refused unreasonably the medical checkup or treatment as prescribed by the medical board formed in accordance with the provisions of Article (148). In any of the cases hereinabove, the employer shall not be under obligation to provide treatment or any financial subsidy to the employee.

If the employee dies as a result of an accident or occupational disease, the employee's family members shall be entitled to an indemnity in accordance with Article 149 of UAE Labor Laws. The employer will pay for transport the employee remains (body) to his country or origin, to his family members.

### **ii. End of Service Remuneration (Gratuity)**

In accordance with the provisions of Ministry of Labor Contract (MOL).

## **(13) Employee's Obligations:**

- i. The Employee undertakes to familiarize himself with all the applicable policies and procedures of the Employer as existing (as may be amended from time to time).

# SOBHA

CONSTRUCTIONS

- ii. If any of the obligations of the Employee shall become illegal or unenforceable in whole or in part, the remaining obligations of the Employee shall be valid, binding and existing, for the purpose of this Contract.
- iii. The Employee undertakes not to pursue any other employment, either on a part-time or fulltime basis for remuneration or otherwise, except with the prior written permission of the Employer. Contravention of this provision shall lead to termination of the Employee's employment forthwith upon notice, without any compensation whatsoever.
- iv. The Employee shall neither divulge nor give any information regarding the Employer's business, processes, technical know-how, security arrangements, administrative and/or organizational matters which are of a confidential nature, which the Employee may come to know by virtue of his employment, to any unauthorized person during the period of his employment or any time thereafter for a minimum period of one (1) year from the date of termination of employment.
- v. The Employee shall keep confidential all information and material provided to the Employee by the Employer or its clients, concerning their affairs. The Employee shall not release, use or disclose such information or material except with the prior written permission of the Employer. The Employee's obligation to keep such information confidential shall remain even on termination or cancellation of his employment, for a minimum period of one (1) year from the date of such termination or cancellation.
- vi. The Employee shall forthwith disclose to the Employer any discovery, invention, process or improvement made or discovered by him, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Employer. If and when required to do so by the Employer, the Employee shall, at the Employer's expense, take out or apply for a patent, license, trademark or other rights, privileges, protection or improvement so that the benefit thereof shall accrue to the Employer and the Employee shall execute all instruments, acts, deeds and things which may be required by the Employer for assigning, transferring or otherwise vesting the same in favor of the Employer or such other persons, firms or companies as Employer may direct as the sole beneficiary thereof.
- vii. The Employee shall not enter into any commitments or dealings on behalf of the Employer for which the Employee has no express authority nor exceed the authority or discretion vested in the Employee, without the prior permission of the Employer or those in authority over the Employee.
- viii. The Employee shall be responsible for the safekeeping and return in good condition and order of all the property of the Employer, which may be in the Employee's use, custody, care or charge. For the loss of any property of the Employer in the Employee's possession, the Employer shall have a right to assess on its own discretion and recover the damages of all such properties from the Employee and to take such other action as it deems proper in the event of the Employee's failure to account for such property to the satisfaction of the Employer.



**(14) Preconditions:**

- i. Satisfactory references from your present or previous employers.
- ii. The Offer Letter will be rescinded immediately in the event the Company is unable to procure the necessary work permit or residence visa for the employee due to any reason whatsoever.
- iii. This Offer Letter may be terminated immediately if the employee commits any violation as detailed under Article 120 of the UAE Labor Law.
- iv. The employee will be bound by all the rules, regulations, policies and ethics of the Company, as may be amended from time to time.
- v. The employee is required to undergo all necessary medical examinations as required by the UAE Government. Failure to pass necessary medical examinations will result in this Offer Letter being rescinded immediately and the employee will be sent back to his home country.
- vi. The employment relationship will be governed by the UAE Labor Law in respect of any matter not covered under this Job Offer Letter.

**(15) Notices:**

All notices shall be sent to the address as given here under:

**To the Employer:**

Managing Director,  
Sobha Constructions LLC , PO Box: 25654 , MBR City, Nad Al Sheba 1, Dubai, United Arab Emirates.

**To the Employee:**

2/12-1A, Amman Street, Thoppur, Madurai rural, 6245008, Tamil Nadu, India

Any change in the residential address must be communicated to the Employer in writing by the Employee.

**(16) General:**

- i. This Contract constitutes the entire contract between the Parties and supersedes all previous offers or contracts, if any, verbal or written, exchanged or executed between the Parties.



- ii. No variation of this Contract shall be valid unless it is in writing and signed by or on behalf of the Parties.
- iii. The Employee confirms that all information which he has provided to the Employer and/or the Group relating to his professional experience and educational qualification is true and accurate. In the event that any information is shown to be inaccurate, the Employee's employment may be terminated immediately.
- iv. The Employer will be responsible for obtaining the requisite residence work permit and other necessary statutory approvals on behalf of the Employee and eligible dependents. The costs incurred towards such permits/approvals will be borne by the Employer. The costs towards attestation of various personal documents of the Employee including certificates of educational qualifications shall be borne by the Employee.
- v. The Parties acknowledge that they are obliged to execute a Ministry of Labor Contract of employment in addition to this Contract for the purposes of registration with the relevant governmental authorities.
- vi. In the matter of service conditions including those not specifically covered by this Contract, the Employee shall be governed by the Employer's policies. According to the Labor law, the Employer can amend, add, remove the points in the contract and can review as per the company policy from time to time and the Employer's decision in this respect shall be final and binding.
- vii. In case of any dispute of any kind arising out of the Employee's employment or breach of this Contract, a court of law in the UAE alone shall have jurisdiction to adjudicate upon any such dispute and the governing Law for the purposes of the Contract shall be the Federal Law (8) 1980 of UAE, as amended from time to time.
- viii. Any gender shall include the other genders and references to the singular shall include the plural and vice versa.
- ix. The headings in this Contract are for convenience only and shall not affect its interpretation.
- x. The provisions contained in each clause and sub-clause of this Contract shall be enforceable independently of each of the others and its validity shall not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question shall apply with such modification as may be necessary to make it valid.

# SOBHA

CONSTRUCTIONS

If the terms of this Job Offer Letter are acceptable to you, please sign and return the duplicate copy of this Offer Letter to confirm your acceptance on or before **09 November 2022** along with the following documents. Failure to do so shall result in this Offer Letter being cancelled with immediate effect.

- (1) Clear copy of passport (validity - minimum 1 year);
- (2) Color passport size photographs on white background
- (3) Attested qualification certificate (Duly attested by UAE Embassy and MFA);
- (4) Clear copy of salary declaration or payslip (if applicable);
- (5) Clear copy of visa and immigration cancellation (if applicable);
- (6) Clear copy of previous Emirates ID (if applicable).

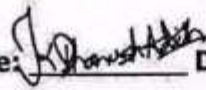
We welcome you to our organization and look forward to a long and happy association with you.

Yours truly,

**Sobha Constructions LLC**



**Safer Basheer Mohammed**  
**Head - HR & Director of Transformation**

I accept all terms above and the employment job offer. **Signature:**  **Date:** 7/11/22



**SOBHA**  
CONSTRUCTIONS

G.K. Nayy  
Placement Office  
Thiagarajar College of Engineering  
Madurai-625 015

## ANNEXURE A

### EMPLOYMENT COMPENSATION & BENEFITS SUMMARY

#### GENERAL

- |                       |  |
|-----------------------|--|
| (1) NAME              | : Dhanushadith Krishna Moorthy           |
| (2) NATIONALITY       | : Indian                                 |
| (3) PASSPORT NO.      | : W4548397                               |
| (4) EMPLOYMENT STATUS | : Single Status                          |
| (5) DESIGNATION       | : Graduate Engineer Trainee              |
| (6) CONTRACT TYPE     | : Limited                                |
| (7) DATE OF JOINING   | : Subject to approval of employment visa |

#### COMPENSATION (Paid in UAE Dirhams)

- |                              |                     |
|------------------------------|---------------------|
| (1) BASIC                    | : 2,500/- Per Month |
| (2) HOUSE RENT ALLOWANCE     | : 1,250/- Per Month |
| (3) TRANSPORT/ SPL ALLOWANCE | : 500/- Per Month   |
| (4) OTHER ALLOWANCE          | : 750/- Per Month   |

**TOTAL (AED) : 5,000/- Per Month**

(NA)

#### BENEFITS

- |                        |                                |
|------------------------|--------------------------------|
| (1) GRATUITY           | : As per UAE Labor Law         |
| (2) MEDICAL / COVERAGE | : B Category                   |
| (3) ACCOMMODATION      | : Allowance provided           |
| (4) TRANSPORT          | : Allowance provided           |
| (5) ANNUAL AIR TICKETS | : Ticket cost will be provided |

#### OTHER CONDITIONS

- |                   |                        |
|-------------------|------------------------|
| (1) PROBATION     | : As per UAE Labor Law |
| (2) NOTICE PERIOD | : As per UAE Labor Law |

### ACCEPTED

#### FOR EMPLOYER

**Name: Safer Basheer Mohammed**  
**Head - HR & Director of Transformation**

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

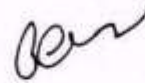
Date: 07-11-2022

#### FOR EMPLOYEE

**Name : Dhanushadith Krishna Moorthy**

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

Date: 7/11/2022



07-Apr-2023

Candidate ID: 24887793

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 025

**Dhivameena M**  
B.E. Civil  
Thiagarajar College of Engineering, Madurai

Dear Dhivameena M,

Further to our Letter of Intent for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship on premises with us for a period of 3 to 6 months. Your internship on-boarding will be scheduled based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of **INR 12,000** per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Though Cognizant Internship is a pre-requisite skill and capability development program, it does not guarantee employment and there is no employer – employee relationship during the course of this internship program. However, the successful completion of internship will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future.

You will be provided a learning curriculum as per the skill track assigned to you. The learning design would expect you to drive your learning through hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

*Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. Upon successful completion of internship, you will be part of the batch available for on-boarding as a full-time employee with Cognizant between July 2023 to August 2024. In the event of unsatisfactory performance during the Internship or non-completion of the Internship, no Internship Completion Certificate shall be issued by Cognizant. Cognizant reserves rights at its sole discretion to revoke its Letter of Intent.*

**Section A: Terms and Conditions:**

1. The Internship timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the Internship Program. The Intern Offer would be cancelled if the mandatory requirement of minimum 85% attendance at office is not met in a month.
2. Interns are covered under Cognizant's calendar holidays of the respective location of internship, and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and internship would be cancelled if leaves are availed without prior approvals.
3. You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your internship would be cancelled.

4. The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your internship would be cancelled.

5. After successful completion of your internship if there is a business demand which expects you to get enabled on a different skill, you would be provided opportunity to get on-boarded into the CSD (Certified Skill Development) Program for training, failing which your Letter of Intent will be revoked.

6. Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion. Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

7. There would be zero tolerance to plagiarisms and misconduct during the internship. Adherence to Cognizant Internship policies and guidelines is mandatory and any breach of incident reported will lead to immediate cancellation of Internship without any notice. You would be required to complete Cognizant mandatory training's such as Code of Conduct and AUP within the given timelines.

8. During the course of your Internship and at all times, you shall be governed by Cognizant's Social Media Policy and shall, refrain from posting malicious, libelous, defamatory, false, obscene, political, anti-social, abusive, and threatening messages/statements or disparaging the Company, clients, associates, competitors, or suppliers or any third parties, irrespective of whether any such statements are likely to cause damage to any such entity or person. Any breach of this section would lead to immediate cancellation of the Internship.

9. Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.

10. It is hereby clarified that participation in this Internship shall not constitute you to be an employee of Cognizant nor obligates Cognizant for any purpose whatsoever. The scope of this Internship does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this document.

11. Cognizant holds all rights to cancel this Internship Offer due to non-conformance of performance benchmark or moral code of conduct or in case of you failing to participate in the Internship within the given date/timeline or for such other any reasons upon providing written communication of the same to you. Upon such cancellation of this Internship Offer, your access and participation in the Internship shall stand cancelled.

12. At the time of your reporting for the internship, you will be required to sign a Non – Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

13. This offer from Cognizant shall be active and **valid for only 3 calendar days** and hence you are expected to accept or decline the offer through the company's online portal within the said time-period of 3 calendar days and you will also be required to submit the mandatory documents at least **7 days** before your Internship Onboarding Date as part of your Pre-joining & Background Verification (BGV) process. In case you don't comply to the above timelines, this Offer shall stand withdrawn and will be considered as cancelled. Any official written extension to the offer validity and the above-mentioned timelines will be at the sole discretion of Cognizant.

14. For avoidance of doubt, it is herewith stated that the Internship shall stand cancelled on the below scenarios as well:

- a. In the event of you accepting this Internship Offer but not joining into the Internship on the specified date and at specified location of on-boarding.
- b. In the event of you not accepting this Internship Offer or failing to communicate acceptance within 3 calendar days as stated above, you would be provided with the CSD (Certified Skill Development) Offer

which you would need to take it up and complete the training, failing which your Letter of Intent will be revoked.

c. For such other operational, regulatory reasons including breach of terms herein.

Thereupon, your access shall also stand revoked, and Cognizant shall not be obligated to extend nor be liable for any claims due to cancellation of this Internship Offer.

On any of the above-mentioned scenarios (Refer to **Section A: Terms and Conditions**), if your Internship Offer has been cancelled then your Letter of Intent would also be revoked.

Below are the **mandatory documents** to be submitted as part of your **Background Verification**:

- Your Pan Card
- Letter of Authorization (LOA) which should be downloaded from the BGV application hand signed with your name and date and re-uploaded back to the application

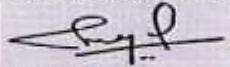
Below are the **mandatory documents** to be submitted as part of your **Pre- joining formalities**:

- 2 Passport sized Photographs preferably with a Grey / White background
- Personal individual bank account from a nationalized bank for processing stipend

In case of additional queries or concerns, you can raise a query at <https://campus2cognizant.cognizant.com/Pages/PreLogin>

We wish you good luck.

Yours sincerely,  
For **Cognizant Technology Solutions India Pvt. Ltd.**,



Maya Sreekumar  
**Vice President - Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: 

Date: **9.04.2023**

**JOB OFFER FOR LIMITED TERM CONTRACT**

This Job Offer Letter (the "**Contract**") is made on this day, 04 January 2023

**BETWEEN**

**SOBHA CONSTRUCTIONS LLC**, having its Registered Office at PO Box: 25654 , MBR City, Nad Al Sheba 1, Dubai, United Arab Emirates. .

**AND**

**Gopinayaghan Kailasam Saravanan** an Indian, holder of Passport number W4568778 (hereinafter referred to as the "**Employee**").

The Employer and the Employee collectively referred to as the "**Parties**" and individually referred to as a "**Party**".

WHEREAS, THE PARTIES HERETO HAVE MUTUALLY AGREED AS FOLLOWS:

**(1) Position**

The Employee is hereby appointed as **Graduate Engineer Trainee** on the terms and conditions stated and agreed herein.

**(2) Effective Date and Contract Period:**

This Contract shall be effective from the date the Employee joins the Employer and shall remain valid for an limited period unless terminated in accordance with the provisions of Ministry of Labor Contract (MOL).

**(3) Probation:**

The Employee shall be on probation for the period indicated in **Annexure A**. During the probation period, the Employer reserves the right to terminate the employment of the Employee forthwith upon notice.

At the end of probation period, the performance of the Employee shall be evaluated by the management and his employment shall be confirmed if the performance is found to be satisfactory. In case his performance is found unsatisfactory, the Employer shall have the right to terminate the Employee's employment forthwith upon notice.

**(4) Location of Work:**

The Employee shall be assigned to work at **SOBHA CONSTRUCTIONS LLC** in **Dubai, UAE**. However, during the period of employment, the Employee may be assigned or transferred to any of the Offices/departments/divisions/ of the Employer or its subsidiaries located in the UAE or any other country.

If such assignment or transfer requires the Employee to permanently relocate outside of the UAE, the Parties agree to terminate this Contract and the Employee shall be entitled to his full and final settlement as per UAE Labor Laws.

**(5) Duties:**

Notwithstanding anything contained in this Job Offer Letter, the Employee shall:

- i. Abide by all the rules and regulations laid down by the Employer at all times.
- ii. Work with a high standard of initiative, efficiency and economy, and shall perform, observe and conform to such duties, directions and instructions assigned or communicated to the Employee by the Employer and those in authority over the Employee.
- iii. Perform such duties and exercise such powers and functions which may, from time to time, be reasonably assigned to or vested in the Employee and such duties that relate to the business of the Employer or of any other group company of the Employer ("**SOBHA CONSTRUCTIONS LLC**"); and
- iv. Faithfully serve the Employer and the Group to the best of the Employee's ability and use his best endeavors to promote the interests of the Employer and the Group.

**(6) Compensation & Benefits:**

As indicated in **ANNEXURE A**.

**(7) Payment of Salary:**

Subject to deduction of any loans, advances and applicable taxes, if any, the salary shall be paid to the Employee in UAE Dirhams only and shall be transferred to the bank account of the Employee in the UAE. Upon commencement of his employment, the Employee shall be assisted by the Employer to open a salary transfer account.

**(8) Accommodation:**

The Employee shall make necessary arrangements for his own accommodation. However temporary accommodation will be provided to new employees recruited from overseas as per Company policy.

**(9) Medical Insurance:**

The Employer shall arrange for medical insurance of the Employee as per the Employment Status which is indicated in **ANNEXURE A**.

**(10) Leave and Holiday:**

**i. Annual Leave:**

On completion of twelve (12) months of continuous service with the Employer, the Employee is entitled to thirty (30) calendar days of leave. The employer may at his discretion determine the date for commencement of annual leaves and, when necessary, he may decide to divide the leave in two parts at the most, except in cases of juveniles where vacation may not be divided in parts. The entitlement with respect to travel costs and other benefits (if any) shall be as indicated in **ANNEXURE A**.

ii. The Employee is required to avail his annual leave and as such unutilized leave cannot be encashed. Unutilized leave shall be carried forward with maximum limit of 60 days and excess days will be elapse from the credit.

**iii. Sick and Other Leave:**

Entitlement towards sick and other leave shall be in accordance with the UAE Labor Laws. During the probation period, the Employee shall not be entitled to any paid sick leave. The Employee is expected to become acquainted with the Employer's policy regarding leave.

**(11) Termination of Employment:**

This Contract may be terminated by either Party by providing a notice of termination as indicated in **Annexure A**. Upon termination of the Employee's employment for any reason, the Employee shall:

- i. forthwith return all correspondences, documents, computers, computer disks and software equipment, memory cards, external hard drives, medical insurance cards, parking card, ID's and any other property of any kind belonging to the Employer and/or the Group which may be in the Employee's possession or control. For the avoidance of doubt, the Employee shall not be permitted to retain any such information or documents (or copies thereof) after the termination of his employment for whatever reason; and
- ii. cooperate with the Employer in completing all necessary formalities to notify the relevant immigration and employment authorities including the Labor Department in the UAE of the termination of employment and the cancellation of the Employer's sponsorship of the Employee.

in case of non-compliance by the employee to the Ministry of Labor (MOL) labor card and contract term mentioned, the employee shall work for the Company for a period of 30 days (maximum of three months as per the nature of work) in order to clear all covenant and work-related obligations that are in his custody.

- iii. if the employee desires to terminate the Ministry of Labor (MOL) labor card and contract, the employee shall bear the ticket cost for returning to home country.

**(12) Severance Pay:**

**i. Occupational Diseases & Accident Compensation**

In cases of accidents and occupational diseases the employer shall pay the employee's treatment expenses at government or private hospitals until he recovers. When disability is proven the employer will pay for transport expenses arising from the treatment of employee.

In case of disability due to work or arising out of the job the Employer shall pay the Employee in accordance with the Article 145, 146, 147 & 148 of UAE Labor Law.

If the employee has deliberately caused injury to himself with intention of committing suicide or to obtain indemnity or sick leave or otherwise, or if the employee was at the time of the incident under the influence of drug or alcoholic drinks, or if he has willfully violated safety instructions displayed conspicuously at the place of business or if his injury or disability resulted from serious premeditated misdemeanor on his part or if he has refused unreasonably the medical checkup or treatment as prescribed by the medical board formed in accordance with the provisions of Article (148). In any of the cases hereinabove, the employer shall not be under obligation to provide treatment or any financial subsidy to the employee.

If the employee dies as a result of an accident or occupational disease, the employee's family members shall be entitled to an indemnity in accordance with Article 149 of UAE Labor Laws. The employer will pay for transport the employee remains (body) to his country or origin, to his family members.

**ii. End of Service Remuneration (Gratuity)**

In accordance with the provisions of Ministry of Labor Contract (MOL).

**(13) Employee's Obligations:**

- i. The Employee undertakes to familiarize himself with all the applicable policies and procedures of the Employer as existing (as may be amended from time to time).



# SOBHA

CONSTRUCTIONS

- ii. If any of the obligations of the Employee shall become illegal or unenforceable in whole or in part, the remaining obligations of the Employee shall be valid, binding and existing, for the purpose of this Contract.
- iii. The Employee undertakes not to pursue any other employment, either on a part-time or fulltime basis for remuneration or otherwise, except with the prior written permission of the Employer. Contravention of this provision shall lead to termination of the Employee's employment forthwith upon notice, without any compensation whatsoever.
- iv. The Employee shall neither divulge nor give any information regarding the Employer's business, processes, technical know-how, security arrangements, administrative and/or organizational matters which are of a confidential nature, which the Employee may come to know by virtue of his employment, to any unauthorized person during the period of his employment or any time thereafter for a minimum period of one (1) year from the date of termination of employment.
- v. The Employee shall keep confidential all information and material provided to the Employee by the Employer or its clients, concerning their affairs. The Employee shall not release, use or disclose such information or material except with the prior written permission of the Employer. The Employee's obligation to keep such information confidential shall remain even on termination or cancellation of his employment, for a minimum period of one (1) year from the date of such termination or cancellation.
- vi. The Employee shall forthwith disclose to the Employer any discovery, invention, process or improvement made or discovered by him, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Employer. If and when required to do so by the Employer, the Employee shall, at the Employer's expense, take out or apply for a patent, license, trademark or other rights, privileges, protection or improvement so that the benefit thereof shall accrue to the Employer and the Employee shall execute all instruments, acts, deeds and things which may be required by the Employer for assigning, transferring or otherwise vesting the same in favor of the Employer or such other persons, firms or companies as Employer may direct as the sole beneficiary thereof.
- vii. The Employee shall not enter into any commitments or dealings on behalf of the Employer for which the Employee has no express authority nor exceed the authority or discretion vested in the Employee, without the prior permission of the Employer or those in authority over the Employee.
- viii. The Employee shall be responsible for the safekeeping and return in good condition and order of all the property of the Employer, which may be in the Employee's use, custody, care or charge. For the loss of any property of the Employer in the Employee's possession, the Employer shall have a right to assess on its own discretion and recover the damages of all such properties from the Employee and to take such other action as it deems proper in the event of the Employee's failure to account for such property to the satisfaction of the Employer.

**(14) Preconditions:**

- i. Satisfactory references from your present or previous employers.
- ii. The Offer Letter will be rescinded immediately in the event the Company is unable to procure the necessary work permit or residence visa for the employee due to any reason whatsoever.
- iii. This Offer Letter may be terminated immediately if the employee commits any violation as detailed under Article 120 of the UAE Labor Law.
- iv. The employee will be bound by all the rules, regulations, policies and ethics of the Company, as may be amended from time to time.
- v. The employee is required to undergo all necessary medical examinations as required by the UAE Government. Failure to pass necessary medical examinations will result in this Offer Letter being rescinded immediately and the employee will be sent back to his home country.
- vi. The employment relationship will be governed by the UAE Labor Law in respect of any matter not covered under this Job Offer Letter.

**(15) Notices:**

All notices shall be sent to the address as given here under:

**To the Employer:**

Managing Director,  
Sobha Constructions LLC , PO Box: 25654 , MBR City, Nad Al Sheba 1, Dubai, United Arab Emirates.

**To the Employee:**

5B/1 Vasantha Nagar, 3RD Street, Palanganatham, Madurai City, Tamil Nadu

Any change in the residential address must be communicated to the Employer in writing by the Employee.

**(16) General:**

- i. This Contract constitutes the entire contract between the Parties and supersedes all previous offers or contracts, if any, verbal or written, exchanged or executed between the Parties.

# SOBHA

CONSTRUCTIONS

- ii. No variation of this Contract shall be valid unless it is in writing and signed by or on behalf of the Parties.
- iii. The Employee confirms that all information which he has provided to the Employer and/or the Group relating to his professional experience and educational qualification is true and accurate. In the event that any information is shown to be inaccurate, the Employee's employment may be terminated immediately.
- iv. The Employer will be responsible for obtaining the requisite residence work permit and other necessary statutory approvals on behalf of the Employee and eligible dependents. The costs incurred towards such permits/approvals will be borne by the Employer. The costs towards attestation of various personal documents of the Employee including certificates of educational qualifications shall be borne by the Employee.
- v. The Parties acknowledge that they are obliged to execute a Ministry of Labor Contract of employment in addition to this Contract for the purposes of registration with the relevant governmental authorities.
- vi. In the matter of service conditions including those not specifically covered by this Contract, the Employee shall be governed by the Employer's policies. According to the Labor law, the Employer can amend, add, remove the points in the contract and can review as per the company policy from time to time and the Employer's decision in this respect shall be final and binding.
- vii. In case of any dispute of any kind arising out of the Employee's employment or breach of this Contract, a court of law in the UAE alone shall have jurisdiction to adjudicate upon any such dispute and the governing Law for the purposes of the Contract shall be the Federal Law (8) 1980 of UAE, as amended from time to time.
- viii. Any gender shall include the other genders and references to the singular shall include the plural and vice versa.
- ix. The headings in this Contract are for convenience only and shall not affect its interpretation.
- x. The provisions contained in each clause and sub-clause of this Contract shall be enforceable independently of each of the others and its validity shall not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question shall apply with such modification as may be necessary to make it valid.

# SOBHA

CONSTRUCTIONS

If the terms of this Job Offer Letter are acceptable to you, please sign and return the duplicate copy of this Offer Letter to confirm your acceptance on or before **06 January 2023** along with the following documents. Failure to do so shall result in this Offer Letter being cancelled with immediate effect.

- (1) Clear copy of passport (validity - minimum 1 year);
- (2) Color passport size photographs on white background
- (3) Attested qualification certificate (Duly attested by UAE Embassy and MFA);
- (4) Clear copy of salary declaration or payslip (if applicable);
- (5) Clear copy of visa and immigration cancellation (if applicable);
- (6) Clear copy of previous Emirates ID (if applicable).

We welcome you to our organization and look forward to a long and happy association with you.

Yours truly,

**Sobha Constructions LLC**



**Safeer Basheer Mohammed**  
**Head - HR & Director of Transformation**

I accept all terms above and the employment job offer. **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ANNEXURE A**

**EMPLOYMENT COMPENSATION & BENEFITS SUMMARY**

**GENERAL**

- |                       |  |
|-----------------------|--|
| (1) NAME              | : Gopinayaghan Kailasam Saravanan        |
| (2) NATIONALITY       | : Indian                                 |
| (3) PASSPORT NO.      | : W4568778                               |
| (4) EMPLOYMENT STATUS | : Single Status                          |
| (5) DESIGNATION       | : Graduate Engineer Trainee              |
| (6) CONTRACT TYPE     | : Limited                                |
| (7) DATE OF JOINING   | : Subject to approval of employment visa |

**COMPENSATION (Paid in UAE Dirhams)**

- |                              |                     |
|------------------------------|---------------------|
| (1) BASIC                    | : 2,500/- Per Month |
| (2) HOUSE RENT ALLOWANCE     | : 1,250/- Per Month |
| (3) TRANSPORT/ SPL ALLOWANCE | : 500/- Per Month   |
| (4) OTHER ALLOWANCE          | : 750/- Per Month   |

**TOTAL (AED) : 5,000/- Per Month**

**BENEFITS**

- |                        |                                |
|------------------------|--------------------------------|
| (1) GRATUITY           | : As per UAE Labor Law         |
| (2) MEDICAL / COVERAGE | : "B" Category                 |
| (3) ACCOMMODATION      | : Allowance provided           |
| (4) TRANSPORT          | : Allowance provided           |
| (5) ANNUAL AIR TICKETS | : Ticket cost will be provided |

**OTHER CONDITIONS**

- |                   |                        |
|-------------------|------------------------|
| (1) PROBATION     | : As per UAE Labor Law |
| (2) NOTICE PERIOD | : As per UAE Labor Law |

**ACCEPTED**

**FOR EMPLOYER**

**Name: Safer Basheer Mohammed Saravanan**  
**Head - HR & Director of Transformation**

**FOR EMPLOYEE**

**Name : Gopinayaghan Kailasam**

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

02-01-2023

**Date:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 3384237**

**Letter of Intent ("LOI")**

December 18, 2022

**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**

Dear Harini T,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

Should you have any query, please to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com) , please ensure you mention your name, registered email id, superset id and details of the query.

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

This is a computer-generated document. No signature is required. This document is containing confidential information.



## ANNEXURE 1

Harini T, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000 (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For Capgemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

**LARSEN & TOUBRO***Dr. G.K. Raveesh*

Dr. G.K. Raveesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Larsen & Toubro Limited,  
Construction  
Power Transmission & Distribution  
Mount Poonamallee Road,  
Manapakkam, P. B. No. 979,  
Chennai - 600 089, INDIA  
Tel : +91-44-2252 6000, 2252 8000  
Fax : +91-44-2270 5482  
www.Lntec.com

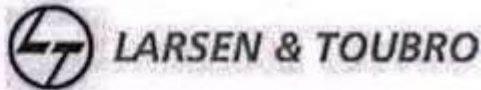
**ANNEXURE – II  
L&T CONSTRUCTION**

GET Compensation Structure				
Components	Office Based Posting		Project Site Based Posting	
	(in INR per month)	(in INR per annum)	(in INR per month)	(in INR per annum)
<b>Monthly Components (A)</b>				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay	25,210	3,02,520	24,410	2,92,920
Site Compensatory Allowance			3,160	37,920
<b>Sub Total (A)</b>	<b>40,710</b>	<b>4,88,520</b>	<b>43,070</b>	<b>5,16,840</b>
<b>Statutory Components (B)</b>				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
<b>Sub Total (B)</b>	<b>1,860</b>	<b>22,320</b>	<b>1,860</b>	<b>22,320</b>
<b>Annual Components (C)</b>				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
<b>Sub Total (C)</b>	<b>6,750</b>	<b>81,000</b>	<b>6,750</b>	<b>81,000</b>
Medical Insurance and other Benefits	898	10,776	3,148	37,776
<b>Sub Total (D)</b>	<b>898</b>	<b>10,776</b>	<b>3,148</b>	<b>37,776</b>
<b>Total CTC</b>	<b>₹ 50,218</b>	<b>₹ 6,02,616</b>	<b>₹ 54,828</b>	<b>₹ 6,57,936</b>

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid an one-time lump sum amount of ₹ 60,000/-.
- Leave Encashment : Unconsumed Privilege Leave will be encashed at the end of the training period . However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You will be provided with shared bachelor accommodation at a subsidized recovery rate of ₹ 100/- per month & to and fro local transport facilities from residence to work location at Project sites. Subsidized mess facilities are also available.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a sum of max. ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from the employee as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 832/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you .

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Power Transmission & Distribution is a brand of Larsen & Toubro Limited.



**LARSEN & TOUBRO**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Larsen & Toubro Limited,  
Construction  
Power Transmission & Distribution  
Mount Poonamallee Road,  
Manapakkam, P. O. No. 979,  
Chennai - 600 089, INDIA  
Tel : +91-44-2252 6000, 2252 8000  
Fax : +91-44-2370 5482  
www.Lntecc.com

Ref.: GET 2023/Civil/PT&D-LT202315715202112

16th June 2023

Mr. Harish Manikandan Rajkumar  
Thiagarajar College Of Engineering  
Contact No. 8098985898

Dear Sir,

**Sub: Appointment as Graduate Engineer Trainee**

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report at **Chennai**, for the training and initial orientation program on **3<sup>rd</sup> July 2023**. Your place of posting and joining formalities will be intimated in due course. A detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

- > S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- > H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- > Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- > Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- > Good Conduct certificate issued by the College
- > Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- > 2 Passport size photographs (Mandatory photo should be taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear).
- > A Copy of your Aadhar Card & PAN Card
- > Proof of age - either S.S.C or school leaving certificates
- > Covid Vaccination Certificate

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect. In case of any clarification, kindly contact Mr. Sanoj Pillai / 9892580535 / sanojhr@lntecc.com.

Yours Faithfully,  
for LARSEN & TOUBRO LIMITED

(SANOJ PILLAI)  
SR. MANAGER (HUMAN RESOURCES)  
POWER TRANSMISSION & DISTRIBUTION IC

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Power Transmission & Distribution is a brand of Larsen & Toubro Limited



05-Nov-2023

Dear Hemanth Kanth Ramesh,  
B.Tech/B.E., Civil Engineering  
Thiagaraja College of Engineering

Dr. G.K. Sanjesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID - 12380233

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst 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.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- 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.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- 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.

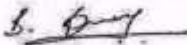
Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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:

*Dr. G.K. Raajesh*

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Annexure A  
Madurai-625 015

Name: Hemanth Kanth Ramesh Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

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

# Cognizant

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://nonecognizant.cognizant.com> -> Total Rewards App for more details



## Comcast India Engineering Center I LLP - IN

Pay Slip for the Month of November 2023

EMP CODE	: 10429305	PAN NUMBER	: AKUPI6979A
EMPNAME	: Idhaya Vendhan P P	PF NO	: TN/MAS/1535767//0004344
DESIGNATION	: Engineer 1 Software Development & Engineering - SDET	ESI ACCOUNT NO	:
DOJ	: 06/01/2023	ACCOUNT NO	: 104001518830
DEPARTMENT	:	NJ ARREAR DAYS	:
LOCATION	: CHENNAI	LOP DAYS	: 0.00
BANK NAME	: ICICI Bank	PAID DAYS	: 30.00
		UAN NO	: 101975616874

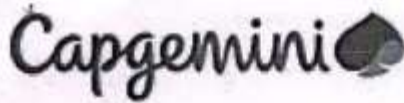
EARNINGS	ACTUAL	EARNED	DEDUCTIONS	AMOUNT
BASIC PAY	25,278.00	25,278.00	PROVIDENT FUND	3,033.00
HRA	12,639.00	12,639.00		
LTA	2,107.00	2,107.00		
SPECIAL ALLOWANCE	10,532.00	10,532.00		
BONUS		2,207.00		
TELE REIMBURSEMENT		1,000.00		
NPS EARNING				
<b>GROSS EARNINGS</b>	<b>60,556.00</b>	<b>63,763.00</b>	<b>GROSS DEDUCTIONS</b>	<b>3,033.00</b>

NET PAY : 60,730.00

IN WORDS : Rupees Fifty Thousand Seven Hundred and Thirty Only

This is a computer generated document, hence no signature is required.

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoi MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Superset ID: 3394268**

**Letter of Intent ("LOI")**

December 18, 2022

Dear Irfana Hasin S,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if



applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further

training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

Should you have any query, please to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com) , please ensure you mention your name, registered email id, superset id and details of the query.

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

This is a computer-generated document. No signature is required. This document is containing confidential information.

## ANNEXURE 1

Irfana Hasin S, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For Capgemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

**ANNEXURE A**

**EMPLOYMENT COMPENSATION & BENEFITS SUMMARY**

**GENERAL**

- |                       |  |
|-----------------------|--|
| (1) NAME              | : Jai Kaushik Ezhai Ram Kumar            |
| (2) NATIONALITY       | : Indian                                 |
| (3) PASSPORT NO.      | : W4537436                               |
| (4) EMPLOYMENT STATUS | : Single Status                          |
| (5) DESIGNATION       | : Graduate Engineer Trainee              |
| (6) CONTRACT TYPE     | : Limited                                |
| (7) DATE OF JOINING   | : Subject to approval of employment visa |

**COMPENSATION (Paid in UAE Dirhams)**

- |                              |                     |
|------------------------------|---------------------|
| (1) BASIC                    | : 2,500/- Per Month |
| (2) HOUSE RENT ALLOWANCE     | : 1,250/- Per Month |
| (3) TRANSPORT/ SPL ALLOWANCE | : 500/- Per Month   |
| (4) OTHER ALLOWANCE          | : 750/- Per Month   |

**TOTAL (AED) : 5,000/- Per Month**

**BENEFITS**

- |                        |                                |
|------------------------|--------------------------------|
| (1) GRATUITY           | : As per UAE Labor Law         |
| (2) MEDICAL / COVERAGE | : "B" Category                 |
| (3) ACCOMMODATION      | : Allowance provided           |
| (4) TRANSPORT          | : Allowance provided           |
| (5) ANNUAL AIR TICKETS | : Ticket cost will be provided |

**OTHER CONDITIONS**

- |                   |                        |
|-------------------|------------------------|
| (1) PROBATION     | : As per UAE Labor Law |
| (2) NOTICE PERIOD | : As per UAE Labor Law |

**ACCEPTED**

**FOR EMPLOYER**

**Name: Safer Basheer Mohammed**  
**Head - HR & Director of Transformation**

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

02-01-2023  
Date: \_\_\_\_\_

**FOR EMPLOYEE**

**Name : Jai Kaushik Ezhai Ram Kumar**

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

05/01/2023  
Date: \_\_\_\_\_



## Zoho Corporation Private Limited

Plot 140, 151, Estancia IT Park, Vallancheri,  
Chengalpattu District, Tamilnadu, 603 202.

Ph: +91 - 44 - 6744 7070

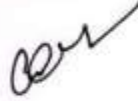
www.zohocorp.com

SEZ Unit

Date: 08-Oct-2022

To

Mr.JANAKIRAMAN S,  
3/961,  
OLD SIVAKASI ROAD,  
VIRUDHUNAGAR-626001, TAMIL NADU.

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Mr.JANAKIRAMAN S,

### OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

### INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.20000/- (RUPEES TWENTY THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

### REMUNERATION

Your annual Cost to Company will be **Rs.600000/- (RUPEES SIX LAKH ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

### DATE OF JOINING


Your date of appointment is effective from your date of joining after successful completion of your curriculum.

### PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

### SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Corporate Identification No: U40100TN2010PTC075961

e-mail ID: hr-team@zohocorp.com



#### **ADHERENCE TO POLICIES**

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

#### **CONFIDENTIALITY**

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

#### **TRANSFERABILITY**

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

#### **ASSIGNMENT OF RIGHTS IN WORK**

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

#### **CONCURRENT EDUCATION**

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

#### **CONCURRENT EMPLOYMENT OR BUSINESS**

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.





### **NON-COMPETE**

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

### **TERMINATION**

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

### **NON-SOLICITATION**

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

### **AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT**

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

### **GOVERNING LAW AND JURISDICTION**

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.





**VALIDITY**

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **07-Nov-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,  
For ZOHO CORPORATION PRIVATE LIMITED

M.I.Sohail  
Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature: *janakiraman*

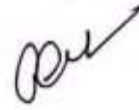
Date of Offer acceptance: 09 Oct 2022

Name : Janakiraman S

Place : Madurai





**ANNEXURE A**

**NAME** : JANAKIRAMAN S  
**DESIGNATION** : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	20000	240000
HRA	10000	120000
Other Allowance & Flexible component	17600	211200
<b>Gross Salary</b>	<b>47600</b>	<b>571200</b>
Employer Provident Fund (12% of Basic+TA) *	2400	28800
<b>Cost To Company (CTC)</b>	<b>50000</b>	<b>600000</b>
Prosperity Sharing Plan		100000
<b>Compensation for the first year</b>		<b>700000</b>

\* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

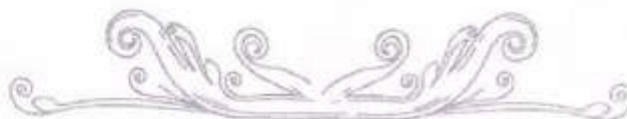
**OTHER BENEFITS:****PROSPERITY SHARING PLAN**

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

**GRATUITY**

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**





## ANNEXURE B

The Company currently provides the following benefits to an employee:

### **GIFT CARD AMOUNT**

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

### **TRANSPORTATION FACILITY**

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

### **DEVICES AND GADGETS**

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

### **FOOD AND SNACKS**

Company provides food, snack and other refreshment for all its employees.

### **RECREATIONAL FACILITY**

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

### **TEAM TREAT AND TRIP**

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

### **GROUP MEDICLAIM INSURANCE**

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

### **GROUP PERSONAL ACCIDENT INSURANCE**

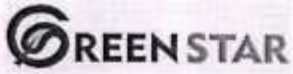
You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

### **GROUP TERM LIFE INSURANCE**

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.3000000/- (RUPEES THIRTY LAKH ONLY)**.

*Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal*





## GREENSTAR FERTILIZERS LTD

PAY SLIP FOR THE MONTH OF NOVEMBER 2023

Emp Code : 41436	Pay Mode : BANK		
Emp Name : Joe Maxia A	Bank Name : HDFC BANK		
Date of Joining : 13/06/2023	Bank A/C No : 50100634679015		
Designation : ENGINEERING MANAGEMENT SERVICE TRAINEE	PF No : TN/MAS/84059/11382		
Department : TRAINING	PAN No : CKPPJ3156F		
Location : Tuticorin	UAN No : 101968245246		
Worked Days : 30.00	LOP Days : 0.00		
<b>EARNINGS</b>		<b>DEDUCTIONS</b>	
	Earned	Arrear	Amount (Rs)
STIPEND	12,500.00	0.00	PROVIDENT FUND 1800.00
SPECIAL ALLOWANCE	9,500.00	0.00	MESS RECOVERY 2932.00
			SMAC RECOVERY 100.00
			RETENTION_AMOUNT 3000.00
<b>Total Earnings</b>	<b>22000.00</b>		<b>Total Deductions</b> 7832.00
<b>NET PAY</b>			<b>14168.00</b>
(Rupees Fourteen Thousand One Hundred And Sixty Eight Only )			

Computer Generated Statement - No Signature Required

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarejar College of Engineering  
Madurai-625 015



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20192756519/Chennai**  
**Date: 28/09/2023**

**Dr. G.K. Rajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**

Ms. Karthika Raju  
41, Kovalan Magar Main Road,  
Opp. To Rajam Road,  
Madurai-625003,  
Tamilnadu.  
Tel# 91-8940377345

Dear Karthika 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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,875/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumarani 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 Niramal Building, 9th Floor, Nariman Point, Mumbai 400 021

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



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

GROSS SALARY SHEET

Annexure 1

Name	Karthika Raju
Designation	Assistant System Engineer-Trainee
Institute Name	Thiagarajar College Of Engineering, Madurai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	27,415	3,36,875
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	13,000	1,56,000



*Dr. G.K. Raajesh*

**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223917330/Chennai**  
**Date: 30/11/2022**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Mr. Karthikeyan M  
16/97 South Street,  
Rajagopalapuram,  
Tirunelveli-627011,  
Tamil Nadu.  
Tel# -9751009519

Dear Karthikeyan M,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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

*Dr. G.K. Raajesh*  
**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu india  
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## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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



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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
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TCS Careers ServiceLine: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

#### **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

### 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TCSL/CT20223917330 -

## 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



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

### **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### **22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

### **23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
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Registered Office Ninnal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





same shall be communicated on internal portal/Ultimatix.

#### **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

#### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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**TCSL/CT20223917330**

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](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)



interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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

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**TATA CONSULTANCY SERVICES**  
**Tata Consultancy Services Limited**

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



GROSS SALARY SHEET

Annexure 1

Name	Karthikeyan M
Designation	Assistant System Engineer-Trainee
Institute Name	Thiagarajar College Of Engineering, Madurai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
Xplore/ Learning Incentive****		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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**TATA CONSULTANCY SERVICES**

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*Car*  
**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223915489/Chennai**  
**Date: 25/11/2022**

Ms. Keerthana Vs  
6/64Raman Street,  
Allampatti,  
Virudhunagar-626001,  
Tamil Nadu.  
Tel# 91-9367423735

Dear Keerthana Vs,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.


Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/CT20223915489

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

  
**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



## 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

## 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,



- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
  - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
  - 4 passport sized photographs
  - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
  - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
  - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



## **22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Keerthana Vs</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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 Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223916405/Chennai**  
**Date: 25/11/2022**

Mr. Kowshik Raja  
1/125Muthaiya Kovil Street,  
Perungudi,  
Madurai-625022,  
Tamil Nadu.  
Tel# 91-8489941415

Dear Kowshik Raja,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**  
**TCSL/CT20223916405**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

  
**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**





Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

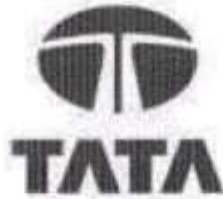
Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,





- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
  - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
  - 4 passport sized photographs
  - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
  - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
  - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



## **22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

● **For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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



GROSS SALARY SHEET

Annexure 1

Name	Kowshik Raja
Designation	Assistant System Engineer-Trainee
Institute Name	Thiagarajar College Of Engineering, Madurai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752

*Gen*  
 Dr. G.K. Raajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20192756519/Chennai**  
**Date: 28/09/2023**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Mr. Lakshmana Rajkumar  
41, Kovalan Magar Main Road,  
Opp. To Rajam Road,  
Madurai-625003,  
Tamilnadu.  
Tel# 91-8940377345

Dear Lakshmana Rajkumar,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,875/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**  
**TCSL/CT20192756519**

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 Nirmaal Building, 9th Floor, Nariman Point, Mumbai 400 021

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



*Dr. G.K. Rajesh*  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Lakshmana Rajkumar</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

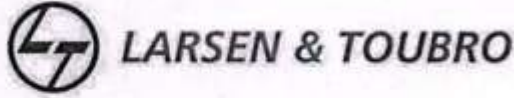
\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>

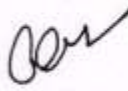


Larsen & Toubro Limited,  
Construction  
Water & Effluent Treatment  
P. B. No. 979, Mount Poonamallee Road  
Manapakkam  
Chennai - 600 089, INDIA  
Tel : +91-44-2252 6000, 2252 8000  
Fax : +91-44-3319 4949  
www.Lntecc.com

Ref.: GET 2020 / CIVIL / WET IC - 20201681000

30<sup>th</sup> July 2023

Ms. Lavanya Dhivyanathan  
Thiagarajar College of Engineering, Madurai  
Contact No. 8610851802

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Madam,

**Sub: Appointment as Graduate Engineer Trainee**

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous campus selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report for the training and initial orientation program on **17th August, 2020** through virtual mode. Your joining formalities will be completed through an online system. You will be posted at **24x7 Hubballi-Dharwad DB Project in Karnataka state under Bangalore region**. A detailed email will be sent to you on this separately on receipt of your acceptance of this offer. However, your physical date of reporting will depend on easing of travel restrictions to your place of posting. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to submit the following documents online (scanned in colour) on or before 10th August, 2020 : You will also be required to produce the following original documents at the place of posting for verification, on the date of your physical joining

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

In case of any clarification, kindly contact Mr. Sivakumar B / 9500010533 / [Sivakumar.b@lntecc.com](mailto:Sivakumar.b@lntecc.com)

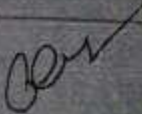
Yours Faithfully,  
for LARSEN & TOUBRO LIMITED

  
(R SAI RADHA)

HEAD - TALENT ACQUISITION  
WATER & EFFLUENT TREATMENT IC

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Water & Effluent Treatment is a brand of Larsen & Toubro Limited

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

AGPCITY/HRA/2023-24/1165  
July 01, 2023

Ms. Lavanya S  
No - 8 2 103 A, Pallivasal Street,  
Peraiyur Taluk, T.Kallupatti,  
Madurai, Tamilnadu - 625702

Dear Lavanya S

**APPOINTMENT AS [ Graduate Engineer Trainee – Technical Services ]**

AGP City Gas Private Limited (the "Company") is pleased to offer you the position of **Graduate Engineer Trainee - Technical Services** on the terms and conditions mentioned in the ensuing paragraphs of this letter. You and the Company are collectively referred to herein as "Parties" and individually as a "Party".

**1. TERM**

Subject to Clause 4, your employment shall be effective as of July 01, 2023, and shall continue in full force and effect unless earlier terminated under Section 5 of this Agreement.

**2. DUTIES**

**2.1 Scope of Duties**

You shall provide the services as prescribed by your Reporting Officer. In addition to the duties stated therein, you shall undertake such other duties as the Company shall from time to time assign or vest in you.

In pursuance of your duties, you shall work for the Company in that capacity or in such other capacity as the Company may require (which may include an appointment to any of its related corporations (collectively, the "Group"))

**2.2 Place of Posting**

Your place of posting is currently in Chennai. However, your services are liable to be transferred to any of our existing offices/ sites/ plants/ units/ projects etc. at any point of time, either within the country or abroad or any group company as per the discretion of the Management.

**2.3 Reporting**

You shall report to **Deputy General Manager – Technical Services** or such other designated officer of the Company as may from time to time be notified to you.



*[Signature]*  
D. Raajesh  
Department Officer  
Thangarajar College of Engineering  
Madurai-625 015

Name : Lavanya S

Annexure 1

Designation : Graduate Engineer Trainee – Technical Services

S. No.	Salary/ Allowance	Amount in INR	
		Indicative monthly	Annual
1	Basic	16,667	2,00,000
2	PF contribution (Employer)	2,000	24,000
3	House rent allowance	8,333	1,00,000
A	<b>Total Fixed Components – A</b>	<b>27,000</b>	<b>3,24,000</b>
4	Other allowance *	14,667	1,76,000
B	<b>Total Flexi Components - B</b>	<b>14,667</b>	<b>1,76,000</b>
C	Retention Bonus ** - C	-	50,000
<b>Grand Total [A+B+C = CTC]</b>		<b>41,667</b>	<b>5,50,000</b>

1. You and your family shall be covered under 'Group Medidclaim Insurance' as per Company's Policy and you shall be covered under 'Group Personal Accident Insurance' as per your eligibility.
2. You shall be covered under 'Group Term Life Insurance' as per your eligibility.
3. This salary package is confidential, disclosure in any form shall be considered to be a violation of Code of Conduct of the Company.
4. Gratuity shall be payable as per the stipulated provision of the 'Payment of Gratuity Act, 1972' or any amendments made thereto.

\*The same shall be subject to the prescribed limits of the Company policy for various allowances permissible under the statute.

\*\* Retention bonus will be paid on completion of one year who are in the active roles of the company on the day of disbursement.

For, AGP City Gas Private Limited

Acknowledged and Accepted

*[Signature]*  
S Senthilkumar  
Head – HR & Admin

Lavanya S



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223921353/Chennai**  
**Date: 25/11/2022**

Ms. Michaelin Alwa Muhil J  
Michael Kudil Plot No. 24Wallace Street, Irudhaya Nagar,  
H.M.S. Colony,  
Madurai-625016,  
Tamil Nadu.  
Tel# 91-9443728775

Dear Michaelin Alwa Muhil J,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/CT20223921353**

**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: careens@tcs.com

*Car*  
**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

**TCS Confidential**  
**TCSL/CT20223921353**

3

## **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

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



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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



## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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## **TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](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)



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.





## 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## 14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
  - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
  - 4 passport sized photographs
  - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
  - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
  - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



## 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

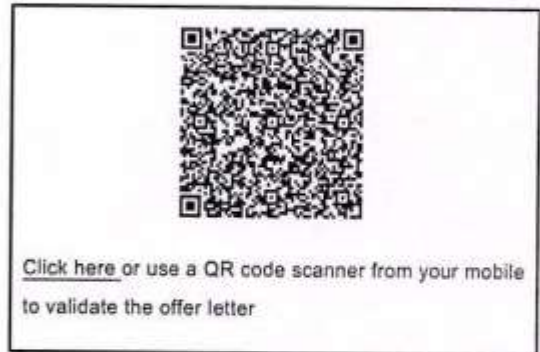
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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



**GROSS SALARY SHEET**

Annexure 1

<b>Name</b>	<b>Michaelin Alwa Muhil J</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Thiagarajar College Of Engineering, Madurai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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

  
**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### 4. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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 Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Nivetha S

College: Thiagarajar College of Engineering

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Nivetha S,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltinfnotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
  - Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date



**ANNEXURE-1**

Eligibility Criteria for Engineering - Year 2023 Batch	
Qualification:	B.E./B.Tech. <span style="float: right;">M.E./M.Tech/MCA/M.Sc</span>
Branches:	All Branches <span style="float: right;">M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)</span>
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years <span style="float: right;">Less than 26 years</span>
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA  NOTE: <ul style="list-style-type: none"> <li>• SSC /HSC should have cleared in <b>FIRST ATTEMPT</b> only.</li> <li>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will <b>NOT</b> be considered.</li> <li>• For Diploma Holders, <u>final semester</u> should have cleared in <b>FIRST ATTEMPT</b> only.</li> <li>• For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.</li> </ul>
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA <ul style="list-style-type: none"> <li>• For the interview process, an aggregate of 60% &amp; above <u>till the results of the last conducted examination</u> will be considered</li> <li>• Aggregate of 60% &amp; above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results</li> <li>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)</li> <li>• Conversion from CGPA into Percentage must be calculated as per your respective University norms</li> <li>• Provisional/Passing Certificate must state <b>First Class</b></li> </ul>
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> <li>• <b>No active/live backlogs allowed at the time of the interview process</b></li> <li>• All backlogs (if any) must be cleared <u>with the final semester exams</u></li> <li>• All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)</li> <li>• Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University.</li> <li>• This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism.</li> <li>• Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.</li> </ul>
Nature of Course:	All Full Time courses Only
Year of Passing:	(2023) SUMMER Pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery

Self-Declaration:

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

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

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

Institute Name: \_\_\_\_\_

Mobile No: \_\_\_\_\_

**ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

**Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

**ANNEXURE-3**

Name : Nivetha S Date : November 10, 2022

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>363180</b>	<b>30265</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>363180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>406367</b>	<b>33863</b>

**Medical Insurance Premium:**

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

**Notes:**

- 1)Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2)Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4)The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6)Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



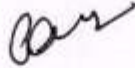
# Aarbee Structures Pvt. Ltd.

Structural Steel Designers & Detailers

CIN: U74210KA2005PTC036409

RBS/CBE/HR/20230525/051  
25-05-2023

To  
Mr. Pavithran Karnan  
4/236, Marthu Pandiyan Street,  
Thasildhar Nagar, Madurai, TN

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Subject: Offer Letter for the post of Trainee Detailing Engineer.**

Dear Mr. Pavithran Karnan,

Congratulations! Further to your Interview and Subsequent selection process we are delighted to offer you the role of **Trainee Detailing Engineer**. **You are expected to join duty on Monday, 31<sup>st</sup> July 2023**

**Remuneration**

You will be paid a stipend of **INR.17000/- (Rupees Seventeen thousand only)** per month which includes PF and ESI benefits.

**Reporting:**

You will be reporting to Project Leader or whomsoever management nominates. You will be based in the **Coimbatore office** of the Company, i.e. **Aarbee Structures Pvt. Ltd., 2<sup>nd</sup> Floor, Module No 201 to 204, Ticel Bio Park Ltd Phase-III, Marudhamalai Road, Coimbatore, Tamil Nadu – 641046.**  
The Company shall further be entitled to change the location of the place of work.

**Probation:**

You will be on probation for a period of nine (9) months from the date of your joining, on successful completion of probation, your employment with the company will stand confirmed subject to the terms and conditions as per the Company policies.

on your joining date, you are expected to sign "Bond" for Three (3) years to ensure the employment with us in case of confirmation. One of your parents should come along with you in order to sign the "Bond" on the date of Joining.

Please note that the increment / incentive / appraisal are not on automatic basis and it will be decided by the management according to your performance.

You are requested to submit copy of all your qualification documents, Address proof and PAN card on the date of joining. You are also requested to bring along all the original documents for verification purpose.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. We request you to carry a signed copy of the offer letter on the day of your joining as token of your acceptance.

Welcome to Aarbee Structures Pvt. Ltd. We wish you a long, rewarding and fulfilling career.

Yours sincerely,  
For Aarbee Structures Pvt. Ltd.



Premila M  
HR-Executive



2nd Floor | TICEL Bio Park III | Off Maruthamalai Road  
Coimbatore 641046 | Tamil Nadu | INDIA

Phone: + 91 80 6833 3400 | USA: +1 732 579 6180

www.aarbeestructures.com | info@aarbeestructures.com

AGPCGD/HRA/2023-24/1162  
July 01, 2023

**Mr. Rajeshkanna Ganesan**  
19/J/1, Devi Nagar, 1st Cross Street,  
Tirupparankundram, Madurai - 625005

Dear **Rajeshkanna Ganesan**

**APPOINTMENT AS [ Graduate Engineer Trainee – Projects ]**

AGP CGD India Private Limited (the "**Company**") is pleased to offer you the position of **Graduate Engineer Trainee - Projects** on the terms and conditions mentioned in the ensuing paragraphs of this letter. You and the Company are collectively referred to herein as "**Parties**" and individually as a "**Party**".

**1. TERM**

Subject to Clause 4, your employment shall be effective as of July 01, 2023, and shall continue in full force and effect unless earlier terminated under Section 5 of this Agreement.

**2. DUTIES**

**2.1 Scope of Duties**

You shall provide the services as prescribed by your Reporting Officer. In addition to the duties stated therein, you shall undertake such other duties as the Company shall from time to time assign or vest in you.

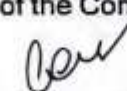
In pursuance of your duties, you shall work for the Company in that capacity or in such other capacity as the Company may require (which may include an appointment to any of its related corporations (collectively, the "**Group**").

**2.2 Place of Posting**

Your place of posting is currently in **Kanchipuram**. However, your services are liable to be transferred to any of our existing offices/ sites/ plants/ units/ projects etc. at any point of time, either within the country or abroad or any group company as per the discretion of the Management.

**2.3 Reporting**

You shall report to **Regional Head** or such other designated officer of the Company as may from time to time be notified to you.

  
**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

## 2.8 Safety

You shall abide by the Road Safety rules while personal travel as stated below.

- (a) Wear Crash Helmet while riding two wheelers and ensure the Passenger wears a Helmet.
- (b) Wear Seat Belt while driving four wheeler and ensure all the co passengers do wear Seat Belt.

Non adherence of the above safety rules may result in severe punishment.

## 3. REMUNERATION AND OTHER BENEFITS

3.1 You shall be eligible for a salary package and such other benefits that are detailed in **Annex 1** hereof.

### 3.2 Revision of Allowance

The Company at its discretion may revise any allowance(s) upward or downward, introduce any new allowance and withdraw any existing allowance. However, in all such cases the overall compensation package will be protected.

### 3.3 Tax

All income tax liabilities and other charges under applicable law incurred by you in respect of your salary (whether by way of salary, bonus payments, benefits, or otherwise) shall be borne solely by you. In line with relevant tax laws, the Company may be required to withhold tax from your salary and remit to the appropriate tax authorities.

### 3.4 Expenses

You may be reimbursed all actual business-related expenses reasonably incurred by you in the discharge of your duties hereunder, subject to the Company's approval based on applicable policy/policies and your compliance with the standard liquidation requirements of the Company.

### 3.5 Government mandated financial and non-financial benefits / Deductions from Salary

In compliance with applicable laws, you may receive certain government mandated financial and non-financial benefits. These may include maternity/parental benefit, contributions to the provident fund and employee state insurance/health insurance. Deductions shall be made for employee's contribution to the provident fund, gratuity and for the state insurance/health insurance as per applicable law.

Tax shall be deducted at source in accordance with the prevailing tax rate and government policy.

Deduction  
leave  
recovery

3.6

## 5.2 Termination without Notice

Notwithstanding anything contained herein, the Company shall be entitled at any time to terminate your employment for cause with immediate effect and without any payment or compensation whatsoever should:

- (a) you commit any breach or repeat or continue (after warning) any breach of your obligations and/or warranties hereunder;
- (b) you commit any breach or repeat or continue (after warning) any breach of the Company policies, employment handbook, compliance manual(s), guidelines and/or checklists;
- (c) you commit any act or engage in any conduct which would bring yourself or the Company into disrepute, or your disparagement of the Company, the Group, its officers, customers, services, and general business;
- (d) you commit or engage in any serious misconduct, sexual harassment, unreasonable absenteeism or absence without notice or information, misuse of Company property, assets or information, willful disobedience of the Company's lawful orders, willful refusal to perform all or any of your duties, including willful refusal or willful failure to attempt in good faith to follow the written direction of the Board (provided that such written direction is consistent with employee's duty, not illegal or unethical, and made in good faith with the purpose of advancing the interests of the Company), insubordination, or breach of company secrecy;
- (e) you be convicted of crime involving fraud, dishonesty or moral turpitude or any criminal offence other than an offence which in the reasonable opinion of the Board does not affect your position as an employee or director of the Company;
- (f) you do anything or carry out any action or omit to do something in breach of Clause 2.7;
- (g) you commit any breach of a fiduciary duty or trust owed to the Group and the Company;
- (h) your actions result to a serious complaint of conduct which causes the Company to lose its trust in you as an executive of the Company;
- (i) you become of unsound mind;
- (j) you violate the Non-Compete and Non-Solicitation Agreement, and the non-disclosure agreements entered into with the Company or any of its affiliates;
- (k) you make or have a bankruptcy application or petition served on you or make any arrangement or composition with your creditors generally; or
- (l) your work visa, permit or license be revoked or not renewed by the relevant regulatory agency (if applicable).



## 7. NON-COMPETITION AND NON-SOLICITATION

### 7.1 Restriction

You agree that during the period of your employment by the Company, and for a period of 3 months after the termination of such employment ("**Restrictive Period**"), you shall not within the Territory (as defined in Clause 7.5), without the Company's prior written consent (such consent not to be unreasonably withheld):

- (a) be directly or indirectly engaged, concerned or interested in any capacity, whether as director, shareholder, principal, agent, partner, consultant, employee or otherwise in any other business which is wholly or partly in competition with the business carried on by the Company and/or the Group and with which you were involved in the course of your employment for a period of three months before the cessation of your employment ("**Prior Period**");
- (b) accept employment in any capacity with any business concern which is wholly or partly in competition with the business carried on by the Group;
- (c) provide advice to any business concern which is wholly or partly in competition with the business carried on by the Group;
- (d) solicit or entice away or attempt to solicit or entice away from the Group any person, firm, company or organization who shall at any time have been a customer, client, distributor or agent of the Group or in the habit of dealing with the Group and with whom you have had substantial contact for a period of three months before the cessation of your employment; or
- (e) solicit or entice away or attempt to solicit or entice away from the Company any person who is an (i) officer, (ii) manager or (iii) employee holding the position of executive and above of the Group and with whom you had dealings in the course of your employment during the Prior Period, whether or not such person would commit a breach of his contract of employment by reason of leaving the Group.

### 7.2 Permitted Holdings

Nothing in Clause 7.1 shall preclude you from holding (directly or through nominees) investments listed on any recognized stock exchange as long as you do not beneficially hold more than 5% of the issued shares, debentures or other securities of any class of one company and provided that you do not or shall not participate in or be otherwise involved in the management of such company either directly or indirectly.

### 7.3 Consent

You further agree that should you at any time during the Restrictive Period wish to secure the consent of the Company for the purposes of Clause 7.1, you shall, together with your request, also set forth the reasons and any accompanying undertakings that you will abide by as conditions to such consent, as will in your opinion ensure that the Company's legitimate commercial interests and your post-employment fiduciary obligations are not prejudiced.

- (a) any such information ascertainable by the inspection, analysis or reading of the document or any other medium in which the information is recorded, and whether or not with the assistance of any electronic, mechanical or other devices;
- (b) any such information relating to the Company's business, operations, processes, plans, intentions, product information, know-how, designs, trade secrets, software, market opportunities, customers and business affairs; and
- (c) personal data of individuals (including but not limited to those of colleagues, customers (who are individuals), corporate customers' staff (including personal data provided by corporate customers), corporate suppliers'/partners'/contractors' staff) that you come into or may have come into contact with during the course of your work or employment.

## **8.2 Prohibition**

You shall not, without the prior written consent of the Company:

- (a) use, copy, reproduce or otherwise exploit any Confidential Information; or
- (b) distribute, publish or disclose any Confidential Information to any person, for or in connection with anything other than the business of the Company. You shall not receive any rights by implication or otherwise in any Confidential Information received by you under this letter.

## **8.3 Employee Obligations**

Without prejudice to any other provisions in this letter, you hereby agree and undertake to:

- (a) hold in strictest confidence the Confidential Information;
- (b) not use the Confidential Information for any purpose other than for the purpose of discharging your work for the Company in your capacity as an employee of the Company and always for the benefit of the Company;
- (c) take all steps to prevent any reproduction, duplication and/or copying of the Confidential Information by any person;
- (d) take all steps to ensure that documents and items of work-in-progress (if any) that embody the Confidential Information are kept in secured storage areas;
- (e) surrender and return all or any of the Confidential Information and any notes, memoranda or the like including any copies thereof to the Company on the Company's written demand; and
- (f) acknowledge that the Confidential Information and all rights therein are and shall remain the sole and exclusive property of the Company.

## 9. INTELLECTUAL PROPERTY

### 9.1 Ownership of Inventions and Innovations

If at any time during your employment, you discover or participate in the making or discovery of any Intellectual Property relating to or capable of being used in the business of the Company, such Intellectual Property shall be the absolute property of the Company and you shall immediately communicate full details of the Intellectual Property to the Company. You shall keep an accurate record of and disclose to the Company all Intellectual Property created during and pursuant to your employment with the Company. At the request and expense of the Company, you shall, whether during or after your term of employment, give and supply all information, data, plans, models drawings and assistance as may be requisite to enable the Company to exploit the Intellectual Property to the best advantage and shall execute all documents and do all things which may be necessary or desirable for obtaining patent, trademark, copyright or other protection for the Intellectual Property in such parts of the world as may be specified by the Company and for vesting the same in the Company or as it may direct. Without prejudice to the generality of the foregoing, you shall assist the Company or its nominee in: (a) any application to secure letters patent, design registrations and other Intellectual Property registrations in any country of the world; and (b) any assignments of the Intellectual Property by the Company to any other party. For the purposes of this Clause, "Intellectual Property" includes:

- (a) all inventions, processes, discoveries, designs and improvements, whether or not registrable as designs or patents, including, without limitation, any developments of or improvements to materials, products, processes, methods of production, software, hardware, firmware or technology; and
- (b) all trademarks and the entire copyright throughout the whole world in all literary works, artistic works, and other copyright works.

### 9.2 Appointment of Company as Attorney

You irrevocably appoint the Company to be your attorney in your name and on your behalf to sign, execute or do any such instrument or thing and generally to use your name for the purpose of giving to the Company (or its nominees) the full benefit of the provisions of Clause 9. A certificate in writing in favour of any third party signed by any director or the secretary of the Company that any instrument or act falls within the authority conferred by this Clause 9.2 shall be conclusive evidence that such is the case.

### 9.3 Rights and Obligations after Termination

The rights and obligations under this Clause 9 shall continue in force after termination of your employment with the Company in respect of Intellectual Property made during your employment under this letter and shall be binding upon your heirs, successors, assigns and representatives.

- (a) recording;
- (b) holding;
- (c) organization, adaptation or alteration;
- (d) retrieval;
- (e) combination;
- (f) transmission; or
- (g) erasure or destruction.

## **11. GENERAL**

### **11.1 Notices**

Notices shall be given in writing by email, post, courier or personal delivery addressed, in the case of the Company, to its principal place of business for the time being and, in your case, to you at your last known address. Any such notice, if given by post shall be deemed to have been duly served 48 hours after posting and in proving the same, it shall be sufficient to show that the envelope containing the same was duly addressed, stamped and posted. Any notice given by courier or personal delivery shall be deemed to be duly served at the time of delivery to you. Any notice issued via email shall be deemed to be duly served at the time of delivery to you.

### **11.2 Waiver**

No failure on the part of any Party to exercise and no delay on the part of any Party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this letter preclude any other or further exercise of it.

### **11.3 Counterparts**

This letter may be entered into in any number of counterparts, all of which taken together shall constitute one and the same instrument. Either Party may enter into this letter by signing any such counterpart.

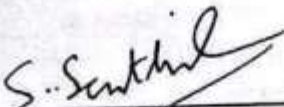
### **11.4 Third Party Rights**

Unless otherwise expressly provided herein, a person who is not a party to this letter has no right to enforce any term of this letter. Notwithstanding the foregoing or any other provision of this letter, the Parties hereto may agree to supplement, vary (including any release or compromise of liability), rescind or terminate this letter without the consent of any third party.

- (c) The prevailing party in any arbitration conducted under this Clause shall be entitled to recover from the other party (as part of the arbitral award or order) its reasonable attorneys' fees and other costs of arbitration.
- (d) The law applicable to the validity of this arbitration provision, the conduct of the arbitration, the challenge to or enforcement of any arbitral award or order
- (e) or any other question of arbitration law or procedure shall be governed exclusively by the Arbitration & Conciliation Act, 1996 (as amended).
- (f) The Parties agree that the courts located in New Delhi shall have exclusive jurisdiction over any action brought to enforce this arbitration provision, and each party irrevocably submits to the jurisdiction of the said courts.

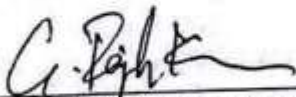
If you agree with the terms and conditions set out in this letter, please signify your acceptance of this offer by signing and returning to us the duplicate copy of the same. Thereafter, unless we agree in writing to alter these arrangements, we will assume that these terms are acceptable to you for this matter.

Yours faithfully,



**Name: S Senthikumar**  
**Designation: Head - HR & Admin**  
**For and on behalf of AGP CGD India Private Limited**

I hereby confirm that I have read the above letter and agree and accept the terms and conditions set forth therein.



**Name: Rajeshkanna Ganesan**

**Date 01 / 07 / 2023**

Ref.: GET 2023/Civil/PT&D-LT202315715202127

16th June 2023

Mr. Sakthivel Karmegam  
Thiagarajar College Of Engineering  
Contact No. 9789288371

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Sir,

**Sub: Appointment as Graduate Engineer Trainee**

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

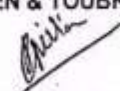
You will be required to report at **Chennai**, for the training and initial orientation program on **3<sup>rd</sup> July 2023**. Your place of posting and joining formalities will be intimated in due course. A detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

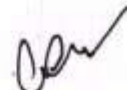
Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect. In case of any clarification, kindly contact Mr. Sanoj Pillai / 9892580535 / sanojhr@lntecc.com.

Yours Faithfully,  
for LARSEN & TOUBRO LIMITED

  
(SANOJ PILLAI)  
SR. MANAGER (HUMAN RESOURCES)  
POWER TRANSMISSION & DISTRIBUTION IC

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Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Ref.: GET 2023/Civil/PT&D-LT202315715202127

16th June 2023

Mr. Sakthivel Karmegam  
Thiagarajar College Of Engineering  
Contact No. 9789288371



Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Chennai - 600 015

Dear Sir,

**Sub: Appointment as Graduate Engineer Trainee**

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Engineer Trainee** on the following terms and conditions, subject to:

- (a) Your passing the final Degree Examination in FIRST attempt and
- (b) Being found medically fit by the Company's Doctor.

1. Your period of training will be for twelve months from the date you report for training.
2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY	25210/- P.M	24410 /- P.M
<b>TOTAL</b>	<b>40710/- P.M</b>	<b>39910 /- P.M</b>

You will be eligible for reimbursement of Site Compensatory Allowance when posted at Project Sites as follows: -

Site Compensatory Allowances (P.M)	Project Based
	₹ 3160/-P.M.

A lump sum amount of ₹ 60,000/- will be payable to Graduate Engineer Trainee on successful completion of training period.

You are also eligible to get Leave Travel Assistance ₹ 21,000/- after the completion of eleven months of your training period. Refer Annexure – II.

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity. -

**Mr. Sakthivel Karmegam**

5. **Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly stipend and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. **Medical Benefits:** You will be eligible for medical benefits in accordance with the Company's Scheme for your cadre.
8. **Leave:** During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I**.
9. **Working Hours:** You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.
10. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
11. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following: -
  - (i). Breach of any of the conditions of this agreement;
  - (ii). Any misconduct on your part;
  - (iii). Failure to carry out any of your duties and obligations;
  - (iv). Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
12. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
13. You are to treat the terms of this agreement as confidential.
14. You are to treat the following as strictly confidential
  - Your salary, allowances, benefits, rewards.
  - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.



**Mr. Sakthivel Karmegam**

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

15. You will keep us informed of your local contact address whenever there is any change.
16. You will be assigned to work in our **L&T Construction – Power Transmission & Distribution IC**.
17. We will be intimating you regarding joining formalities in due course. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
18. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
19. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.
20. **Code of Conduct:** You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure III**.

21. **Disputes & Arbitration:** Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
22. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

**Mr. Sakthivel Karmegam**

23. **Confidentiality Agreement:** As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

24. **Non-disclosure of confidential information and trade secret:** You shall not, except as authorized, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company.

25. **Non-competition restriction:** You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialized. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination/ retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

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**Mr. Sakthivel Karmegam**


26. **Non-Solicitation and Non-Poaching:** You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company. You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate


All communications/notices should be addressed to **HR Department, Power Transmission & Distribution IC, L&T Construction, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamil Nadu, India.** Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 07 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

**Yours Faithfully,**  
**for LARSEN & TOUBRO LIMITED**

  
**(Dr. K N AJITH)**  
**HEAD - HUMAN RESOURCES**  
**POWER TRANSMISSION & DISTRIBUTION IC**

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.

  
(Signature)

date : Jun 19, 2023

Page 5 of 5

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**ANNEXURE – I  
LARSEN & TOUBRO LIMITED  
L&T CONSTRUCTION  
Leave Rules for Post Graduate Engineer Trainee / Graduate Engineer /  
Architect Trainee /**

**Privilege Leave:**

1. Eligibility : After 11 Months Training
2. Quantum : 23 days per annum
3. PL not availed at the end of the training period will be encashed and cannot be carried over to the Next Year.
4. If for any reason the leave extends beyond the period of training, your training period will be proportionately extended and if the trainee is offered employment with the company, the date of employment will be from the date of training is completed.

**Casual Leave:**

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum
3. Not more than 2 days CL will be allowed to be taken at one time. With holidays/ weekly off days prefixed / suffixed to CL, the total absence should not exceed 5 days.
4. Except in the case of extreme emergency, application for CL shall be made to the appropriate authority and sanction to be obtained prior to availing of leave.

**Sick Leave:**

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum on full stipend
3. The trainee shall produce a medical certificate from Registered Medical Practitioner in support of his sickness.
4. The company has the right to have the trainee examined by the company's Medical officer to ascertain the sickness.
5. SL shall not be combined with CL

If for any reason, the attendance of the trainee falls short of 240 working days per annum his training period will be extended by the period of such shortfall.

**ANNEXURE – II  
L&T CONSTRUCTION**

GET Compensation Structure				
Components	Office Based Posting		Project Site Based Posting	
	(in INR per month)	(in INR per annum)	(in INR per month)	(in INR per annum)
<b>Monthly Components (A)</b>				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay	25,210	3,02,520	24,410	2,92,920
Site Compensatory Allowance			3,160	37,920
<b>Sub Total (A)</b>	<b>40,710</b>	<b>4,88,520</b>	<b>43,070</b>	<b>5,16,840</b>
<b>Statutory Components (B)</b>				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
<b>Sub Total (B)</b>	<b>1,860</b>	<b>22,320</b>	<b>1,860</b>	<b>22,320</b>
<b>Annual Components (C)</b>				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
<b>Sub Total (C)</b>	<b>6,750</b>	<b>81,000</b>	<b>6,750</b>	<b>81,000</b>
Medical Insurance and other Benefits	898	10,776	3,148	37,776
<b>Sub Total (D)</b>	<b>898</b>	<b>10,776</b>	<b>3,148</b>	<b>37,776</b>
<b>Total CTC</b>	<b>₹ 50,218</b>	<b>₹ 6,02,616</b>	<b>₹ 54,828</b>	<b>₹ 6,57,936</b>

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid an one-time lump Sum amount of ₹ 60,000/-.
- Leave Encashment : Unconsumed Privilege Leave will be encashed at the end of the training period . However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You will be provided with shared bachelor accommodation at a subsidized recovery rate of ₹ 100/- per month & to and fro local transport facilities from residence to work location at Project sites. Subsidized mess facilities are also available.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a sum of max. ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from the employee as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 832/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you .

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**LARSEN & TOUBRO LIMITED**

**CODE OF CONDUCT**

**FOR**

**S & E AND COVENANTED  
OFFICERS**

**2020**

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## I. PREAMBLE

- L&T is a professionally managed Indian multinational, committed to total customer satisfaction & enhancing stakeholders' value.
- The Company's philosophy on corporate governance is built on a rich legacy of fair & transparent governance & disclosure practices. This includes respect for human values, individual dignity, & adherence to honest, ethical & professional conduct. "L&T-ites" are guided by the vision statement & values mentioned therein for the success & reputation of L&T.

## II. APPLICABILITY

This Code of Conduct is applicable to all Supervisory, Executive, Covenanted and equivalent grades of Larsen & Toubro Limited and its group of Companies.

The Board Members, Executive Directors and Senior Managerial Personnel (Senior Officers) will continue to be governed by the Code of Conduct signed by them.

## III. CODE OF CONDUCT

### *i). Honesty, Integrity, Ethics*

All L&T-ites shall act in conformity with professional standards of personal integrity, honesty & ethical conduct, especially when on Company's business, at Company sponsored events, or when representing the Company.

Ethical conduct is one that is free from fraud & deception and includes actual or potential conflicts of interest between personal advantages as against organization's needs and/or values.

### *ii). Respect for Individuals*

Our success can be achieved only when we treat everyone, both within and outside our Company, with respect. Respect in the workplace, along with individual excellence and collaborative teamwork, is how we will accomplish our goals.



L&T-ites shall treat their colleagues & business associates with dignity & respect, irrespective of caste, creed, gender, religion/region, nationality, appearance or any disability.

Superiors shall encourage their subordinates/colleagues to express their professional views in meetings / discussions, candidly and without fear. Feedback on performance will be provided as far as possible in private. They shall treat them with equity & fairness.

L&T-ites shall not use abusive or offensive language, tone or gesture with their colleagues or business associates. Superiors shall not insult/demean their subordinates.

L&T-ites shall commit to create an environment which is free of any type of sexual harassment & abide by the Policy for Protection of Women's Rights at the Workplace. Every employee shall strive to protect women employees' from any act of sexual harassment.

The Provisions of the relevant law, rules and norms regarding the Sexual Harassment of Women at Workplace have become contextually very relevant in today's time. It is very important for every male employee to exercise diligence in drawing the line with respect to professional interactions with female employees. Maintaining decorum and ensuring that the employee is not exposed to complaints is important, for which it is the responsibility of each male employee to be fully aware of the provisions of the relevant law and repercussions of violations. It is the responsibility of the employee concerned to familiarize himself with the relevant law as applicable.

The details of the relevant law as applicable in India are in the link below

Please click [here](#) for the policy

**iii). Customer Need and Stakeholder Value**

L&T-ites are passionate about meeting customers' needs and delivering to stakeholders. L&T-ites shall:

- ✓ Demonstrate a passion for understanding and meeting the needs of customers and stakeholders
- ✓ Shall be fair, professional and transparent in its dealings with the customers and stakeholders.
- ✓ Take active responsibility for the quality of service we provide to customers and stakeholders

- ✓ Are open to change and readily implement better ways of doing things
- ✓ Have high performance expectations and a mindset of excellence
- ✓ be innovative in identifying new opportunities and approaches for our customers, stakeholders and ourselves
- ✓ respect customers' right to privacy in relation to their personal data
- ✓ Comply with all data privacy laws that prescribe how to responsibly collect, store, use, share, transfer and dispose of personal information, and strive to comply with those laws everywhere the Company operates.

**iv). Fair Competition and Anti-trust**

Company believes fair and open competition benefits customers, stakeholders, and society as a whole. Company supports the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.

L&T-ites shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors. L&T-ites shall collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

**v). Sharing of Official Information**

L&T-ites shall not divulge or communicate in any manner sensitive/confidential information to third parties, except when authorized to do so for business reasons. Company's Policy Guideline on Designated Spokespersons authorized for communicating to the media in this regard, shall be strictly followed.

L&T-ites shall not speak ill about the organization to any external agency which would tarnish the image of the organization.

Similarly, L&T-ites shall desist from indulging in rumour mongering/loose talks, about the organization that is detrimental to the Company's interest.

Please click [here](#) for the policy

vi). ***Maintaining Confidentiality***

In addition to the above, the employees shall maintain the integrity of internal communications. Care shall be taken to mitigate various risks emanating out of communication such as misrepresentation of facts/ events, leakage of price sensitive information, unfavourable reports on developments in the Company and inconsistent communication at the times of crisis. The contents of all the internal & external communications shall conform to the guidelines of Communication Risk Management Policy issued jointly by the Corporate Brand Management & Communication Department and Corporate Risk Management.

Please click [here](#) for the policy

The employees and personnel of L&T Group may in the course of their employment and engagement, become aware of and possess information of L&T Group or third parties disclosed to the L&T Group that is not generally known. This may include information which if disclosed could jeopardize the interests of the L&T Group.

As an HR process the Company conducts Development Centre (DC) regularly to assess leadership potential. The participants in these centres will be expected to maintain utmost confidentiality with respect to the content, material received in the DC's and conduct themselves with the highest sense of professional ethics.

Hence as per the Confidentiality policy, all the employees have been entrusted with the duty to keep such information strictly confidential and use it only for proper purposes in accordance with the law. This would apply during the course of employment as well as post separation.

Please click [here](#) for the policy

vii). ***Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPSI)***

Every employee will be considered as an 'INSIDER' under the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended in 2018. As an Insider, it is the duty of the employee not to deal in or advocate trade in securities (eg. equity shares / preference shares / derivatives) of the Company when in possession

of any UPSI and till such time the information comes in the public domain.

The onus will be on the employee to demonstrate that he / she was not in possession of UPSI at the time of dealing in securities.

Please click [here](#) for the circular on prevention of insider trading along with the L&T Securities Dealing Code and the SEBI (PIT - Prohibition Of Insider Trading) Regulations.

**viii). Professional Engagement & Public Advocacy**

L&T-ites are encouraged to associate themselves with activities of professional bodies/fora to enrich their knowledge and also help in building organization's image.

The government is an important stakeholder in our business and we therefore engage with it through multiple business forums and trade organisations. We shall engage with the government and regulators in a constructive manner in order to promote good governance. Our senior executives are active members of industry bodies that participate in the development of public policy that addresses issues affecting industry, business, products and customers. However, such engagement should not result in dereliction of duty or in discrediting the organization's image/reputation or abuse of organization's resources.

**ix). Use of Company Assets & Brand Logo**

L&T-ites shall not exploit the organizational resources for one's own personal gain/pecuniary advantage. In discharge of official duties, one shall strive for effective and judicious use of resources entrusted to them. Resources include both tangible assets like equipment and facilities etc. or intangible assets like designs, information, software or network with suppliers/customers, etc.

L&T-ites are entrusted with the duty of using the brand logo without modifying the same. All the employees shall abide by the guidelines for Brand applications/usages including on visiting cards. Deviations from the specific logo templates will not be permitted.

Please click [here](#) for the policy on [Brand Marks](#) and [Use of Brand Marks by External Parties](#)

**x). Intellectual Property**

Company's intellectual property is an invaluable asset that must be protected at all times. L&T-ites shall respect and protect all confidential information and intellectual property of the Company.

L&T-ites shall safeguard the confidentiality of all third party intellectual property and data. L&T-ites shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable company policies or law.

L&T-ites shall promptly report the loss, theft or destruction of any intellectual property and data of the Company or that of any third party.

**xi). Social Media Code of Conduct**

L&T encourages social media interaction (during the employees' personal time) in an individual capacity and we trust our employees to act responsibly adhering to the policies of the company with respect to messages pertaining to the business and/or brand.

L&T-ites are expected to use social media in the best interests of the Company wherever there is any reference to the Company's name, brand or reputation. Social media interaction includes all digital social platforms and online interaction including interaction on platforms such as LinkedIn/ Facebook / Twitter / YouTube / Snapchat / Blogs or Review platforms / Whatsapp.

**1. Responsibility:**

- a) Every employee is responsible for what they post. They have to be aware that social media interactions for or on behalf of the Company (intended or unintended) can have legal repercussions that make the Company liable.
- b) They should not use the L&T logo or trademarks as their display pictures / images
- c) They should not share information about clients, partners, L&T leadership, L&T Businesses and their performance. They should not be involved in Plagiarism or infringement of any copy right, in the context of any reference made about L&T, its business, products or services.
- d) They should avoid anonymous postings

**2. What can be posted on social media:**

- a) Confidentiality of information should be kept in mind. One may share awards/accomplishments pertaining to the

company after they become public information. Personal views and perspectives shared in the form of blogs, articles, stories, narrations any form of postings should have a disclaimer that these views are views of the individual and not of the company

- b) One should not share information on or comment on current or former employees, clients, competitors, vendors or suppliers.
  - c) One should not share any content that is protected by a third party's copyright. When sharing content created by someone else, due credit should be given to the creator.
  - d) One should not film or photograph internal events and post them to social media unless one has the authorisation from their department head.
3. Tone:
- a) One should be Respectful. L&T does not condone any abuse and trolling on social media.
  - b) One should use first person (don't use 'we' or 'us') when sharing opinions. It should be made clear that what is shared or said, is representative of one's personal views and opinions only and are not necessarily the views and opinions of L&T.
  - c) One should be proactive and take responsibility in accepting and clarifying controversies (if any) around one's post on social media.
4. L&T reserves the right to monitor, edit, forbid, stop or / and filter comments or discussions about the group or companies, employees, clients and the industry, including products and competitors, posted by any employee on the Internet / in Social Media.

If any content violates the L&T Code of Conduct or the Social Media Policy, or the company's Communication Policy, the Group reserves the right to seek clarification, and if required, ask the employee to delete that content.

The Group Social Media Policy is covered under sections 5.11.49 through 5.11.51 of the Brand Manual.

Please click [here](#) for the policy.

***.xii). Use of Information Technology***

L&T-ites shall judiciously use the Information Technology facilities provided to them. They shall conform to the policy on Information Technology.

The increasing usage of E-mails forms a major portion of the network usage. In order to make the best utilization of the resources and to prevent undesirable fallouts resulting from the use of E-mails, users should comply with the Corporate E-mail usage Guidelines. Please see Corporate E-mail usage policy framed for the proper utilization of the facility.

Please click [here](#) for the policy

***.xiii). Working Environment & Dress Code Policy***

L&T-ites shall not engage in any activity that is likely to result in disturbing peace & harmony in the workplace or engage in activities that are likely to create tension, bitterness or confusion in the minds of colleagues.

Superiors shall endeavour to create a climate in ensuring the above.

All L&T-ites are expected to follow the dress code policy in order to project a professional image through attire and bearing.

Please click [here](#) for the policy

***.xiv). Environment, Health & Safety (EHS)***

Safety is the core component of a Company's responsibility; it is also the foundation of its long-term viability. Company is committed to the safety and health of employees. Company believes that all injuries and occupational illnesses are preventable. Company has a commitment to zero injuries in the workplace.

L&T-ites shall endeavour to create a safe working environment by following the policies and procedures as laid down in the Corporate Environment, Health & Safety Management Systems framework.

Towards this, all the employees shall:

- a) Incorporate EHS considerations in all business decisions
- b) Ensure compliance to statutory and other requirements

- c) Prevent adverse environmental impacts and occupational health and safety risks
- d) Conserve natural resources, minimize waste generation and environmental emissions
- e) Impact structured training for employees and stakeholders for effective EHS performance
- f) Encourage communication, consultation and collaboration with all the stakeholders

L&T-ites shall strive to keep ones' own place and surrounding workplace clean and hygienic.

Please click [here](#) for the policy

**.xv). *Respect for Human Rights***

The Company respects human rights everywhere it works and while doing business with others. The Company does not employ children at the workplaces. The Company also does not use forced labour in any form.

**.xvi). *Sustainability***

L&T-ites are committed to fulfilling our economic, environmental and social responsibilities while conducting business. All the L&T-ites shall strive to conserve natural resources, and achieve sustainable growth, through a culture of trust and care.

Please click [here](#) for the policy

**.xvii). *Corporate HR policy***

People are the most valuable resources that contribute towards realizing the dynamic vision of the Company. Hence in consonance with the HR functions, we shall be relentlessly committing ourselves to:

- a) Acquiring, developing and retaining a pool of high-calibre talent
- b) Enabling and empowering our employees to be creative and innovative
- c) Establishing systems and practices for maintaining transparency, fairness and equality
- d) Creating a culture of continuous learning, competitiveness and excellence through change management
- e) Respecting ethics, values and good governance
- f) Provide equal opportunity for growth & development

Please click [here](#) for the policy



***xviii). Risk Management Framework Including Tax Risk Management Policy***

The employees must comply with all the laws applicable to the Company, adhere to the Risk Management framework and abide by the Internal Control Guidelines including the Tax Risk Management Policy.

Please click here for the policy on:

[Enterprise Risk Management](#)

[Internal Controls](#)

[Risk Management Policy](#)

***xix). Prohibited Items***

Use, sale, purchase or possession of alcohol/narcotic drugs/arms/weapons by L&T-ites at workplace or when on duty, is prohibited. Smoking is allowed only at designated places.

***xx). Anti-Bribery***

L&T-ites should never offer, directly or indirectly, any form of gift, entertainment or anything of value to any government official or commercial partners including customers or their representatives to

- a) Obtain or retain business
- b) Influence business decisions; or
- c) Secure an unfair advantage.

This includes bribes, kickbacks and facilitation payments.

L&T-ites should not accept, directly or indirectly, any form of gift, entertainment or anything of conspicuously high value from existing and potential business partners, vendors or their representatives

This includes bribes, kickbacks and facilitation payments.

Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks for academic sessions, contribution to academic boards etc. will be permitted, as mentioned in 'Gift Policy' below.

**.xxi). Gift Policy**

A gift is anything of value and would encompass any gratuitous monetary or non-monetary benefit. It includes tangible items such as cash, precious metals, stones, jewelry, art and any of their equivalents, but also intangible items such as discounts, services, loans, favours, special privileges, advantages, benefits and rights that are not available to the general public. A "gift" also includes meals, entertainment, hospitality, vacations, trips, use of vacation homes, tickets to sporting or music events, outings, vendor familiarization trips and use of recreational facilities.

L&T-ites are prohibited from offering gifts, hospitality and entertainment or anything else of value, which might influence the decisions of counterparties or Officials in connection with the business of the Company.

L&T-ites are also prohibited from accepting any gifts, hospitality and entertainment, or anything else of value, which might influence their own decisions.

Only Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks, etc. will be permitted under this Policy. Such gifts should comply with local laws and customs (including cultural and religious festivals) and should not be prohibited under applicable law and should not include cash or cash equivalents, gold or other precious metals, gems or stones. L&T - ites may also initiate or become part of occasional business meals or celebratory events and entertainment, etc. in such manner that this policy remains unstained.

**.xxii). Information Security**

The Information Security Policy sets out the expectations on every employee to safeguard confidential information of the Company and our third parties with the assurance of security, availability, integrity and confidentiality. This policy provides employees with the mandatory directive of safeguarding L&T and its stakeholder's information.

Please click [here](#) for the policy.

*xxiii) And Finally*

All L&T-ites besides being good employees, shall endeavor to contribute towards:

- Development of the Community and Society.
- Supporting National & Humanitarian Causes.

#### **IV. MECHANISM FOR IMPLEMENTATION AND MONITORING**

Approvals / Disclosures under the points mentioned above should be as per the respective policies.

Violations of the Code of Conduct should be reported as per the Reporting Matrix which is annexed and forms an integral part of the Code of Conduct.

As a practice, any violations should be reported to the 1<sup>st</sup> Level Reporting Authority who shall investigate the same and take necessary action. However, if the violation is by the 1<sup>st</sup> Level Reporting Authority itself, then it should be reported to the 2<sup>nd</sup> Level Reporting Authority.

In case the Reporting Authority comes to the conclusion that the violation is of a grave nature, the same shall be reported to the Whistleblower Investigation Committee for further action within a reasonable time frame.

The concerned Reporting Authority will give a summary of the violations reported of the Code of Conduct and the action taken thereon on a monthly basis to the IC HR Head who in turn shall provide the same to Corporate HR.

#### **V. ECOM DISCLOSURE**

Corporate HR Head will provide a summary of the violations reported of the Code of Conduct and the action taken thereon on a quarterly basis

#### **VI. REVIEW & AMENDMENT**

The Code shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective. The ECOM has the right to change/amend the Code as may be expedient taking into account the law for the time being in force.

#### **VII. NON-COMPLIANCE:**

Non-compliance of the provisions of this Code shall be treated as dereliction and an act of misconduct.

\*\*\*\*\*

**MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS**

SI No	Breach reporting	Reporting Structure		Remarks
		1st Level	2nd Level	
1	Work Place Conduct ( Abusive or offensive language)	DH	CHR	#
2	Reporting of Bribe/ Fraud	WBIC		@
3	Breach of Confidentiality/Intellectual Property - sharing trade secrets and confidential information	WBIC		@
4	Dealing in securities while in possession of UPSI	Company Secretary	ECOM Member	
5	Misuse of Company's Assets	IC HR	CHR	#
6	Breach of information security	DH/IC HR	CHR	#
7	Use of prohibited items like drugs, weapons, etc.	WBIC		@
8	Sexual Harassment	ICC		
SI No	Clarification /Permissions	Authority		
1	Dealing in securities	CS Team		
2	Professional Engagement and Public Advocacy	DH		
3	Company Assets & Brand Logo	CBMC		
4	Social Media Code of Conduct	CBMC/Legal		
5	Information Technology	DH/Corporate IT		
6	Work Environment Dress Code Policy	CHR		
7	Environment, Health & Safety	DH		
DH	Department Head			
WBIC	Whistle Blower Investigation Committee			
ICC	Internal Complaints Committee			
CMBC	Corporate Brand Management & Communications			
CHR	Corporate Human Resources			
#	If not attended to, can be escalated to WBIC			
@	The Complainant has the option to write directly to the Chairperson of the Audit Committee at acc@larsentoubro.com.			

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date: 03/25/2023

**Saranya Venkatachalam**

**C11840604**

**2/424 MIDDLE STREET SULLAKARAVIRUDHUNAGAR 626003**

**9976754804**

Dear Saranya Venkatachalam,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 Mar-2023

1

Reference Id: bf4f137d-06b0-4c91-816a-cb5ee28036b8\_1  
Signed By: MAHESH VASUDEO ZURALE

Candidate's Signature \_\_\_\_\_

*Rajesh*  
**Dr. G.K. Rajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

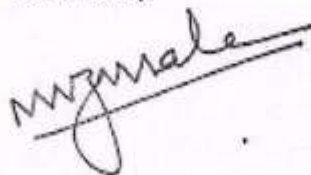
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

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Saranya Venkatachalam

**ANNEXURE I**

**COMPENSATION & BENEFITS**

Annual Total Cash compensation structure as per the Company guidelines is:

<b>Total Cash Compensation Elements</b>	
	Annual (INR)
(A) Annual Fixed Compensation	3,83,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	32,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	<b>4,15,500/-</b>
<b>(C) Joining Bonus</b>	
Joining Bonus (Refer to the section C)	INR 25,000/-
<b>(D)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 14,300/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)</b>	<b>INR 461200/-</b>

<b>(E)##Additional Discretionary Reimbursements</b>	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(F)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

**(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

**(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of



the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**(C)Joining Bonus:**

You would receive a discretionary joining bonus of INR 25,000/- in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

**1. Medical:**

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

**2. Personal Accident coverage for self, up to three times your annual fixed compensation.**

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

**3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.**

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(D) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to

company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (E) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In addition to the above, you will also be eligible for the following benefits:

- One time relocation allowance subject to a maximum of INR 2500.00/- on submission of actual supporting as per policy.
- Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

**ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

---

**Saranya Venkatachalam**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Ref.: GET 2023/Civil/PT&D-LT202315715202128

16th June 2023

Ms. Shakthi Sree Swaminathan  
Thiagarajar College Of Engineering  
Contact No. 7708221743

Dear Madam,

**Sub: Appointment as Graduate Engineer Trainee**

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report at **Chennai**, for the training and initial orientation program on **3<sup>rd</sup> July 2023**. Your place of posting and joining formalities will be intimated in due course. A detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

- > S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- > H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- > Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- > Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- > Good Conduct certificate issued by the College
- > Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- > 2 Passport size photographs (Mandatorily photo should be taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear).
- > A Copy of your Aadhar Card & PAN Card
- > Proof of age - either S.S.C or school leaving certificates
- > Covid Vaccination Certificate

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect. In case of any clarification, kindly contact Mr. Sanoj Pillai / 9892580535 / sanojhr@lntec.com.

Yours Faithfully,  
for LARSEN & TOUBRO LIMITED



(SANOJ PILLAI)  
SR. MANAGER (HUMAN RESOURCES)  
POWER TRANSMISSION & DISTRIBUTION IC

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Ref.: GET 2023/Civil/PT&D-LT202315715202128

16th June 2023

Ms. Shakthi Sree Swaminathan  
Thiagarajar College Of Engineering  
Contact No. 7708221743

*Dr. G.K. Raajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Madam,

**Sub: Appointment as Graduate Engineer Trainee**

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Engineer Trainee** on the following terms and conditions, subject to:

- (a) Your passing the final Degree Examination in FIRST attempt and
  - (b) Being found medically fit by the Company's Doctor.
1. Your period of training will be for twelve months from the date you report for training.
  2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
  3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY	25210/- P.M	24410 /- P.M
<b>TOTAL</b>	<b>40710/- P.M</b>	<b>39910 /- P.M</b>

You will be eligible for reimbursement of Site Compensatory Allowance when posted at Project Sites as follows: -

Site Compensatory Allowances (P.M)	Project Based
	₹ 3160/-P.M.

A lump sum amount of ₹ 60,000/- will be payable to Graduate Engineer Trainee on successful completion of training period.

You are also eligible to get Leave Travel Assistance ₹ 21,000/- after the completion of eleven months of your training period. Refer Annexure – II.

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.



**Ms. Shakthi Sree Swaminathan**

5. **Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly stipend and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. **Medical Benefits:** You will be eligible for medical benefits in accordance with the Company's Scheme for your cadre.
8. **Leave:** During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
9. **Working Hours:** You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.
10. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
11. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following: -
  - (i). Breach of any of the conditions of this agreement;
  - (ii). Any misconduct on your part;
  - (iii). Failure to carry out any of your duties and obligations;
  - (iv). Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
12. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
13. You are to treat the terms of this agreement as confidential.
14. You are to treat the following as strictly confidential
  - Your salary, allowances, benefits, rewards.
  - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

**Ms. Shakthi Sree Swaminathan**

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

15. You will keep us informed of your local contact address whenever there is any change.
16. You will be assigned to work in our **L&T Construction – Power Transmission & Distribution IC**.
17. We will be intimating you regarding joining formalities in due course. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
18. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
19. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.
20. **Code of Conduct:** You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure III**.

21. **Disputes & Arbitration:** Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
22. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

**Ms. Shakthi Sree Swaminathan**

23. **Confidentiality Agreement:** As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

24. **Non-disclosure of confidential information and trade secret:** You shall not, except as authorized, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company.

25. **Non-competition restriction:** You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialized. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination/ retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

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Ms. Shakthi Sree Swaminathan


26. **Non-Solicitation and Non-Poaching:** You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company. You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

All communications/notices should be addressed to **HR Department, Power Transmission & Distribution IC, L&T Construction, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamil Nadu, India.** Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 07 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Yours Faithfully,  
for LARSEN & TOUBRO LIMITED

  
(Dr. K N AJITH)  
HEAD – HUMAN RESOURCES  
POWER TRANSMISSION & DISTRIBUTION IC

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.

(Signature)

date :

Page 5 of 5

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
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**ANNEXURE – I  
LARSEN & TOUBRO LIMITED  
L&T CONSTRUCTION**

**Leave Rules for Post Graduate Engineer Trainee / Graduate Engineer /  
Architect Trainee /**

**Privilege Leave:**

1. Eligibility : After 11 Months Training
2. Quantum : 23 days per annum
3. PL not availed at the end of the training period will be encashed and cannot be carried over to the Next Year.
4. If for any reason the leave extends beyond the period of training, your training period will be proportionately extended and if the trainee is offered employment with the company, the date of employment will be from the date of training is completed.

**Casual Leave:**

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum
3. Not more than 2 days CL will be allowed to be taken at one time. With holidays/ weekly off days prefixed / suffixed to CL, the total absence should not exceed 5 days.
4. Except in the case of extreme emergency, application for CL shall be made to the appropriate authority and sanction to be obtained prior to availing of leave.

**Sick Leave:**

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum on full stipend
3. The trainee shall produce a medical certificate from Registered Medical Practitioner in support of his sickness.
4. The company has the right to have the trainee examined by the company's Medical officer to ascertain the sickness.
5. SL shall not be combined with CL

If for any reason, the attendance of the trainee falls short of 240 working days per annum his training period will be extended by the period of such shortfall.

**ANNEXURE – II  
L&T CONSTRUCTION**

GET Compensation Structure				
Components	Office Based Posting		Project Site Based Posting	
	(in INR per month)	(in INR per annum)	(in INR per month)	(in INR per annum)
<b>Monthly Components (A)</b>				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay	25,210	3,02,520	24,410	2,92,920
Site Compensatory Allowance			3,160	37,920
<b>Sub Total (A)</b>	<b>40,710</b>	<b>4,88,520</b>	<b>43,070</b>	<b>5,16,840</b>
<b>Statutory Components (B)</b>				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
<b>Sub Total (B)</b>	<b>1,860</b>	<b>22,320</b>	<b>1,860</b>	<b>22,320</b>
<b>Annual Components (C)</b>				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
<b>Sub Total (C)</b>	<b>6,750</b>	<b>81,000</b>	<b>6,750</b>	<b>81,000</b>
Medical Insurance and other Benefits	898	10,776	3,148	37,776
<b>Sub Total (D)</b>	<b>898</b>	<b>10,776</b>	<b>3,148</b>	<b>37,776</b>
<b>Total CTC</b>	<b>₹ 50,218</b>	<b>₹ 6,02,616</b>	<b>₹ 54,828</b>	<b>₹ 6,57,936</b>

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid an one-time lump sum amount of ₹ 60,000/-.
- Leave Encashment : Unconsumed Privilege Leave will be encashed at the end of the training period . However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You will be provided with shared bachelor accommodation at a subsidized recovery rate of ₹ 100/- per month & to and fro local transport facilities from residence to work location at Project sites. Subsidized mess facilities are also available.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a sum of max. ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from the employee as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 832/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you .

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**LARSEN & TOUBRO LIMITED**

**CODE OF CONDUCT**

**FOR**

**S & E AND COVENANTED  
OFFICERS**

**2020**

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## **I. PREAMBLE**

- L&T is a professionally managed Indian multinational, committed to total customer satisfaction & enhancing stakeholders' value.
- The Company's philosophy on corporate governance is built on a rich legacy of fair & transparent governance & disclosure practices. This includes respect for human values, individual dignity, & adherence to honest, ethical & professional conduct. "L&T-ites" are guided by the vision statement & values mentioned therein for the success & reputation of L&T.

## **II. APPLICABILITY**

This Code of Conduct is applicable to all Supervisory, Executive, Covenanted and equivalent grades of Larsen & Toubro Limited and its group of Companies.

The Board Members, Executive Directors and Senior Managerial Personnel (Senior Officers) will continue to be governed by the Code of Conduct signed by them.

## **III. CODE OF CONDUCT**

### ***i). Honesty, Integrity, Ethics***

All L&T-ites shall act in conformity with professional standards of personal integrity, honesty & ethical conduct, especially when on Company's business, at Company sponsored events, or when representing the Company.

Ethical conduct is one that is free from fraud & deception and includes actual or potential conflicts of interest between personal advantages as against organization's needs and/or values.

### ***ii). Respect for Individuals***

Our success can be achieved only when we treat everyone, both within and outside our Company, with respect. Respect in the workplace, along with individual excellence and collaborative teamwork, is how we will accomplish our goals.

L&T-ites shall treat their colleagues & business associates with dignity & respect, irrespective of caste, creed, gender, religion/region, nationality, appearance or any disability.

Superiors shall encourage their subordinates/colleagues to express their professional views in meetings / discussions, candidly and without fear. Feedback on performance will be provided as far as possible in private. They shall treat them with equity & fairness.

L&T-ites shall not use abusive or offensive language, tone or gesture with their colleagues or business associates. Superiors shall not insult/demean their subordinates.

L&T-ites shall commit to create an environment which is free of any type of sexual harassment & abide by the Policy for Protection of Women's Rights at the Workplace. Every employee shall strive to protect women employees' from any act of sexual harassment.

The Provisions of the relevant law, rules and norms regarding the Sexual Harassment of Women at Workplace have become contextually very relevant in today's time. It is very important for every male employee to exercise diligence in drawing the line with respect to professional interactions with female employees. Maintaining decorum and ensuring that the employee is not exposed to complaints is important, for which it is the responsibility of each male employee to be fully aware of the provisions of the relevant law and repercussions of violations. It is the responsibility of the employee concerned to familiarize himself with the relevant law as applicable.

The details of the relevant law as applicable in India are in the link below

Please click [here](#) for the policy

**iii). Customer Need and Stakeholder Value**

L&T-ites are passionate about meeting customers' needs and delivering to stakeholders. L&T-ites shall:

- ✓ Demonstrate a passion for understanding and meeting the needs of customers and stakeholders
- ✓ Shall be fair, professional and transparent in its dealings with the customers and stakeholders.
- ✓ Take active responsibility for the quality of service we provide to customers and stakeholders

- ✓ Are open to change and readily implement better ways of doing things
- ✓ Have high performance expectations and a mindset of excellence
- ✓ be innovative in identifying new opportunities and approaches for our customers, stakeholders and ourselves
- ✓ respect customers' right to privacy in relation to their personal data
- ✓ Comply with all data privacy laws that prescribe how to responsibly collect, store, use, share, transfer and dispose of personal information, and strive to comply with those laws everywhere the Company operates.

**iv). Fair Competition and Anti-trust**

Company believes fair and open competition benefits customers, stakeholders, and society as a whole. Company supports the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.

L&T-ites shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors. L&T-ites shall collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

**v). Sharing of Official Information**

L&T-ites shall not divulge or communicate in any manner sensitive/confidential information to third parties, except when authorized to do so for business reasons. Company's Policy Guideline on Designated Spokespersons authorized for communicating to the media in this regard, shall be strictly followed.

L&T-ites shall not speak ill about the organization to any external agency which would tarnish the image of the organization.

Similarly, L&T-ites shall desist from indulging in rumour mongering/loose talks, about the organization that is detrimental to the Company's interest.

Please click [here](#) for the policy

vi). ***Maintaining Confidentiality***

In addition to the above, the employees shall maintain the integrity of internal communications. Care shall be taken to mitigate various risks emanating out of communication such as misrepresentation of facts/ events, leakage of price sensitive information, unfavourable reports on developments in the Company and inconsistent communication at the times of crisis. The contents of all the internal & external communications shall conform to the guidelines of Communication Risk Management Policy issued jointly by the Corporate Brand Management & Communication Department and Corporate Risk Management.

Please click [here](#) for the policy

The employees and personnel of L&T Group may in the course of their employment and engagement, become aware of and possess information of L&T Group or third parties disclosed to the L&T Group that is not generally known. This may include information which if disclosed could jeopardize the interests of the L&T Group.

As an HR process the Company conducts Development Centre (DC) regularly to assess leadership potential. The participants in these centres will be expected to maintain utmost confidentiality with respect to the content, material received in the DC's and conduct themselves with the highest sense of professional ethics.

Hence as per the Confidentiality policy, all the employees have been entrusted with the duty to keep such information strictly confidential and use it only for proper purposes in accordance with the law. This would apply during the course of employment as well as post separation.

Please click [here](#) for the policy

vii). ***Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPS)***

Every employee will be considered as an 'INSIDER' under the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended in 2018. As an Insider, it is the duty of the employee not to deal in or advocate trade in securities (eg. equity shares / preference shares / derivatives) of the Company when in possession

of any UPSI and till such time the information comes in the public domain.

The onus will be on the employee to demonstrate that he / she was not in possession of UPSI at the time of dealing in securities.

Please click [here](#) for the circular on prevention of insider trading along with the L&T Securities Dealing Code and the SEBI (PIT - Prohibition Of Insider Trading) Regulations.

**viii). Professional Engagement & Public Advocacy**

L&T-ites are encouraged to associate themselves with activities of professional bodies/fora to enrich their knowledge and also help in building organization's image.

The government is an important stakeholder in our business and we therefore engage with it through multiple business forums and trade organisations. We shall engage with the government and regulators in a constructive manner in order to promote good governance. Our senior executives are active members of industry bodies that participate in the development of public policy that addresses issues affecting industry, business, products and customers. However, such engagement should not result in dereliction of duty or in discrediting the organization's image/reputation or abuse of organization's resources.

**ix). Use of Company Assets & Brand Logo**

L&T-ites shall not exploit the organizational resources for one's own personal gain/pecuniary advantage. In discharge of official duties, one shall strive for effective and judicious use of resources entrusted to them. Resources include both tangible assets like equipment and facilities etc. or intangible assets like designs, information, software or network with suppliers/customers, etc.

L&T-ites are entrusted with the duty of using the brand logo without modifying the same. All the employees shall abide by the guidelines for Brand applications/usages including on visiting cards. Deviations from the specific logo templates will not be permitted.

Please click here for the policy on [Brand Marks](#) and [Use of Brand Marks by External Parties](#)

**x). Intellectual Property**

Company's intellectual property is an invaluable asset that must be protected at all times. L&T-ites shall respect and protect all confidential information and intellectual property of the Company.

L&T-ites shall safeguard the confidentiality of all third party intellectual property and data. L&T-ites shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable company policies or law.

L&T-ites shall promptly report the loss, theft or destruction of any intellectual property and data of the Company or that of any third party.

**xi). Social Media Code of Conduct**

L&T encourages social media interaction (during the employees' personal time) in an individual capacity and we trust our employees to act responsibly adhering to the policies of the company with respect to messages pertaining to the business and/or brand.

L&T-ites are expected to use social media in the best interests of the Company wherever there is any reference to the Company's name, brand or reputation. Social media interaction includes all digital social platforms and online interaction including interaction on platforms such as LinkedIn/ Facebook / Twitter / YouTube / Snapchat / Blogs or Review platforms / Whatsapp.

**1. Responsibility:**

- a) Every employee is responsible for what they post. They have to be aware that social media interactions for or on behalf of the Company (intended or unintended) can have legal repercussions that make the Company liable.
- b) They should not use the L&T logo or trademarks as their display pictures / images
- c) They should not share information about clients, partners, L&T leadership, L&T Businesses and their performance. They should not be involved in Plagiarism or infringement of any copy right, in the context of any reference made about L&T, its business, products or services.
- d) They should avoid anonymous postings

**2. What can be posted on social media:**

- a) Confidentiality of information should be kept in mind. One may share awards/accomplishments pertaining to the

company after they become public information. Personal views and perspectives shared in the form of blogs, articles, stories, narrations any form of postings should have a disclaimer that these views are views of the individual and not of the company

- b) One should not share information on or comment on current or former employees, clients, competitors, vendors or suppliers.
- c) One should not share any content that is protected by a third party's copyright. When sharing content created by someone else, due credit should be given to the creator.
- d) One should not film or photograph internal events and post them to social media unless one has the authorisation from their department head.

3. Tone:

- a) One should be Respectful. L&T does not condone any abuse and trolling on social media.
- b) One should use first person (don't use 'we' or 'us') when sharing opinions. It should be made clear that what is shared or said, is representative of one's personal views and opinions only and are not necessarily the views and opinions of L&T.
- c) One should be proactive and take responsibility in accepting and clarifying controversies (if any) around one's post on social media.

4. L&T reserves the right to monitor, edit, forbid, stop or / and filter comments or discussions about the group or companies, employees, clients and the industry, including products and competitors, posted by any employee on the Internet / in Social Media.

If any content violates the L&T Code of Conduct or the Social Media Policy, or the company's Communication Policy, the Group reserves the right to seek clarification, and if required, ask the employee to delete that content.

The Group Social Media Policy is covered under sections 5.11.49 through 5.11.51 of the Brand Manual.

Please click [here](#) for the policy.

**.xii). Use of Information Technology**

L&T-ites shall judiciously use the Information Technology facilities provided to them. They shall conform to the policy on Information Technology.

The increasing usage of E-mails forms a major portion of the network usage. In order to make the best utilization of the resources and to prevent undesirable fallouts resulting from the use of E-mails, users should comply with the Corporate E-mail usage Guidelines. Please see Corporate E-mail usage policy framed for the proper utilization of the facility.

Please click [here](#) for the policy

**.xiii). Working Environment & Dress Code Policy**

L&T-ites shall not engage in any activity that is likely to result in disturbing peace & harmony in the workplace or engage in activities that are likely to create tension, bitterness or confusion in the minds of colleagues.

Superiors shall endeavour to create a climate in ensuring the above.

All L&T-ites are expected to follow the dress code policy in order to project a professional image through attire and bearing.

Please click [here](#) for the policy

**.xiv). Environment, Health & Safety (EHS)**

Safety is the core component of a Company's responsibility; it is also the foundation of its long-term viability. Company is committed to the safety and health of employees. Company believes that all injuries and occupational illnesses are preventable. Company has a commitment to zero injuries in the workplace.

L&T-ites shall endeavour to create a safe working environment by following the policies and procedures as laid down in the Corporate Environment, Health & Safety Management Systems framework.

Towards this, all the employees shall:

- a) Incorporate EHS considerations in all business decisions
- b) Ensure compliance to statutory and other requirements



- c) Prevent adverse environmental impacts and occupational health and safety risks
- d) Conserve natural resources, minimize waste generation and environmental emissions
- e) Impact structured training for employees and stakeholders for effective EHS performance
- f) Encourage communication, consultation and collaboration with all the stakeholders

L&T-ites shall strive to keep ones' own place and surrounding workplace clean and hygienic.

Please click [here](#) for the policy

**xv). *Respect for Human Rights***

The Company respects human rights everywhere it works and while doing business with others. The Company does not employ children at the workplaces. The Company also does not use forced labour in any form.

**xvi). *Sustainability***

L&T-ites are committed to fulfilling our economic, environmental and social responsibilities while conducting business. All the L&T-ites shall strive to conserve natural resources, and achieve sustainable growth, through a culture of trust and care.

Please click [here](#) for the policy

**xvii). *Corporate HR policy***

People are the most valuable resources that contribute towards realizing the dynamic vision of the Company. Hence in consonance with the HR functions, we shall be relentlessly committing ourselves to:

- a) Acquiring, developing and retaining a pool of high-calibre talent
- b) Enabling and empowering our employees to be creative and innovative
- c) Establishing systems and practices for maintaining transparency, fairness and equality
- d) Creating a culture of continuous learning, competitiveness and excellence through change management
- e) Respecting ethics, values and good governance
- f) Provide equal opportunity for growth & development

Please click [here](#) for the policy

**xviii). Risk Management Framework Including Tax Risk Management Policy**

The employees must comply with all the laws applicable to the Company, adhere to the Risk Management framework and abide by the Internal Control Guidelines including the Tax Risk Management Policy.

Please click here for the policy on:

[Enterprise Risk Management](#)

[Internal Controls](#)

[Risk Management Policy](#)

**xix). Prohibited Items**

Use, sale, purchase or possession of alcohol/narcotic drugs/arms/weapons by L&T-ites at workplace or when on duty, is prohibited. Smoking is allowed only at designated places.

**xx). Anti-Bribery**

L&T-ites should never offer, directly or indirectly, any form of gift, entertainment or anything of value to any government official or commercial partners including customers or their representatives to

- a) Obtain or retain business
- b) Influence business decisions; or
- c) Secure an unfair advantage.

This includes bribes, kickbacks and facilitation payments.

L&T-ites should not accept, directly or indirectly, any form of gift, entertainment or anything of conspicuously high value from existing and potential business partners, vendors or their representatives

This includes bribes, kickbacks and facilitation payments.

Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks for academic sessions, contribution to academic boards etc. will be permitted, as mentioned in 'Gift Policy' below.

**.xxi). Gift Policy**

A gift is anything of value and would encompass any gratuitous monetary or non-monetary benefit. It includes tangible items such as cash, precious metals, stones, jewelry, art and any of their equivalents, but also intangible items such as discounts, services, loans, favours, special privileges, advantages, benefits and rights that are not available to the general public. A "gift" also includes meals, entertainment, hospitality, vacations, trips, use of vacation homes, tickets to sporting or music events, outings, vendor familiarization trips and use of recreational facilities.

L&T-ites are prohibited from offering gifts, hospitality and entertainment or anything else of value, which might influence the decisions of counterparties or Officials in connection with the business of the Company.

L&T-ites are also prohibited from accepting any gifts, hospitality and entertainment, or anything else of value, which might influence their own decisions.

Only Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks, etc. will be permitted under this Policy. Such gifts should comply with local laws and customs (including cultural and religious festivals) and should not be prohibited under applicable law and should not include cash or cash equivalents, gold or other precious metals, gems or stones. L&T - ites may also initiate or become part of occasional business meals or celebratory events and entertainment, etc. in such manner that this policy remains unstained.

**.xxii). Information Security**

The Information Security Policy sets out the expectations on every employee to safeguard confidential information of the Company and our third parties with the assurance of security, availability, integrity and confidentiality. This policy provides employees with the mandatory directive of safeguarding L&T and its stakeholder's information.

Please click [here](#) for the policy.

*xxiii) And Finally*

All L&T-ites besides being good employees, shall endeavor to contribute towards:

- Development of the Community and Society.
- Supporting National & Humanitarian Causes.

#### **IV. MECHANISM FOR IMPLEMENTATION AND MONITORING**

Approvals / Disclosures under the points mentioned above should be as per the respective policies.

Violations of the Code of Conduct should be reported as per the Reporting Matrix which is annexed and forms an integral part of the Code of Conduct.

As a practice, any violations should be reported to the 1<sup>st</sup> Level Reporting Authority who shall investigate the same and take necessary action. However, if the violation is by the 1<sup>st</sup> Level Reporting Authority itself, then it should be reported to the 2<sup>nd</sup> Level Reporting Authority.

In case the Reporting Authority comes to the conclusion that the violation is of a grave nature, the same shall be reported to the Whistleblower Investigation Committee for further action within a reasonable time frame.

The concerned Reporting Authority will give a summary of the violations reported of the Code of Conduct and the action taken thereon on a monthly basis to the IC HR Head who in turn shall provide the same to Corporate HR.

#### **V. ECOM DISCLOSURE**

Corporate HR Head will provide a summary of the violations reported of the Code of Conduct and the action taken thereon on a quarterly basis

#### **VI. REVIEW & AMENDMENT**

The Code shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective. The ECOM has the right to change/amend the Code as may be expedient taking into account the law for the time being in force.

#### **VII. NON-COMPLIANCE:**

Non-compliance of the provisions of this Code shall be treated as dereliction and an act of misconduct.

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**MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS**

SI No	Breach reporting	Reporting Structure		Remarks
		1st Level	2nd Level	
1	Work Place Conduct ( Abusive or offensive language)	DH	CHR	#
2	Reporting of Bribe/ Fraud	WBIC		@
3	Breach of Confidentiality/Intellectual Property - sharing trade secrets and confidential information	WBIC		@
4	Dealing in securities while in possession of UPSI	Company Secretary	ECOM Member	
5	Misuse of Company's Assets	IC HR	CHR	#
6	Breach of information security	DH/IC HR	CHR	#
7	Use of prohibited Items like drugs, weapons, etc.	WBIC		@
8	Sexual Harassment	ICC		
SI No	Clarification /Permissions	Authority		
1	Dealing in securities	CS Team		
2	Professional Engagement and Public Advocacy	DH		
3	Company Assets & Brand Logo	CBMC		
4	Social Media Code of Conduct	CBMC/Legal		
5	Information Technology	DH/Corporate IT		
6	Work Environment Dress Code Policy	CHR		
7	Environment, Health & Safety	DH		

DH Department Head  
 WBIC Whistle Blower Investigation Committee  
 ICC Internal Complaints Committee  
 CBMC Corporate Brand Management & Communications  
 CHR Corporate Human Resources

# If not attended to, can be escalated to WBIC

@ The Complainant has the option to write directly to the Chairperson of the Audit Committee at [acc@arsentoubro.com](mailto:acc@arsentoubro.com).

Ref.: GET 2023/Civil/Realty-LT202315715202129

17th June 2023

Ms. Shalini Duraisamy  
Thiagarajar College Of Engineering  
Email ID: shaliniprasanna2001@gmail.com  
Contact No. 9150413959

### APPOINTMENT AS GRADUATE ENGINEER TRAINEE - 2023

With reference to the interview, you had with us, we have great pleasure in appointing you as a Graduate Engineer Trainee (GET) on the following terms and conditions:

#### 1. Medical Fitness and Academic Requirement:

The offer is inter alia subject to your

- Being found medically fit by the Company's authorized Doctor.
- Being qualified according to all the Eligibility criteria as communicated during the selection process.
- Completion of all the academic requirements for B.E. / B. Tech. course.

#### 2. Period of Training:

The Period of training will be for **One year** from the date of commencement of training.

Your training commences on **3<sup>rd</sup> July, 2023** with pre-joining activities on **2<sup>nd</sup> July, 2023**. Accordingly, you are required to report to Mumbai on **2<sup>nd</sup> July, 2023**. The accommodation for you during the Orientation program at Mumbai will be arranged by us and the details of the same will be shared with you separately. Travel to Mumbai and commute to the accommodation on arrival in Mumbai is required to be planned accordingly and will be at your own expense. The company will not reimburse any expenses incurred by you for travel to and arrival at the designated accommodation at Mumbai.

The cost of boarding and lodging at the accommodation, and subsequent conveyance from accommodation to L&T Campuses will be borne by the company.

You will be assigned to work in **L&T REALTY**.

During twelve months training period, you will diligently and faithfully carry out all directions and instructions issued to you by the Company, its officers, and representatives. The course and manner of your training will be decided solely by the Company at its discretion, and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.

Please note that any request for extension in joining time / Change of Department or Division or Location will not be entertained.

**Ms. Shalini Duraisamy**

After accepting our offer, if you do not report on the date of joining, this letter of appointment stands automatically withdrawn. However, the Company reserves its right to change the date of joining at any time.

The Company may, at its discretion, extend the period of training by such other period/s as it may deem fit based on the evaluation of your learning at any time during the said period. You may also note that the training period will not be reckoned as 'Service'.

**3. Stipend & Allowances:**

During the course of your training, the Company will pay you Stipend and Allowances as per details in **Annexure - I**. These allowances may vary depending on the location of your posting.

**4. Absorption:**

On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.

**5. Provident Fund:**

You will be eligible to join the "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" or any provident fund scheme as applicable to the Subsidiary and Associate company in which you are placed, under which at present the employee shall subscribe a sum equal to 12% of the monthly stipend and the Company contributes an equivalent amount.

**6. Gratuity:**

Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.

**7. Tax Liability:**

Income Tax Liability, if any, will be borne by you.

**8. Medical Benefits:**

You will be eligible for medical benefits in accordance with the applicable Company's Scheme for your cadre.

**9. Leave:**

The eligibility for leave and the quantum thereof will be as per the "Leave rules" applicable to the unit / location to which you are assigned subject to the same being sanctioned.

**10. Working Hours & Paid Holidays:**

You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.

**11. Conduct:**

During the course of your training, you will carry out all directions and instructions issued to you by the Company, its officers and representatives. You will have to carry out your duties and obligations diligently and faithfully. The course and manner of your training will be decided solely by the Company at its discretion, and you may be required to work, as part of your training, in any other Location /

**Ms. Shalini Duraisamy**

including project sites / Department, Function, or Offices of the Company and / or its Associate / Subsidiary Companies. In such case you will be governed by the terms and conditions of service applicable to the new assignment. You shall not at any time engage in or be concerned with or be interested, directly or indirectly, in any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and / or its business.

Any intellectual property created by you during the course of your training as GET employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

**12. Termination of Appointment:**

- a. Either party can terminate the contract of training hereunder by giving one month's notice in writing to the other, or an amount equivalent to stipend and allowances in lieu thereof. In event of your giving a notice of termination shorter than the above period, the Company shall have its own discretion to adjust any leave due to you or will recover from you such amount from your dues towards the shortfall in notice period. In any event you will be required to complete the handing over process as may be reasonably required by the Company.
- b. The Company shall have the right to terminate this Appointment forthwith without any notice in the event of any of the following:
  - i) Breach of any of the conditions of this Appointment;
  - ii) Any misconduct on your part;
  - iii) Failure to carry out any of your duties and obligations;
  - iv) Unauthorized absence from or abstaining from attendance during training period;
  - v) If in the sole discretion of the Company, your continued association is / will be detrimental to the interests of the Company.

Provided further that, in the event of termination under Clause 12(b), the trainee shall not be entitled to payment of any stipend, benefits or allowances except the statutory dues under applicable law.

**13. Confidentiality:**

- a. You are required to treat, as 'strictly confidential' the affairs of the Company and its customers, of which you may be cognizant. The confidentiality has to be maintained particularly about drawings, quotations, specifications and other manufacturing information, which you may have access to.
- b. You will treat the terms of this Appointment as confidential.

**14. Code of Conduct:**

You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and / or other policies which may become applicable from time to time. Any violation / breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanours, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure II**.



**15. Disputes & Arbitration:**

Any dispute or difference or claim arising in connection with this Appointment shall be resolved by reference to arbitration through a mutually agreed sole Arbitrator. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 and any amendments made thereto. The language of arbitration shall be English. Each of L&T or the Trainee / Employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Trainee / Employee may in its discretion deem fit. The venue of arbitration shall be at Mumbai and the Courts at Mumbai shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.

**16. Non-disclosure of confidential information and trade secret:**

You shall not, except as authorised, reveal / disclose / disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and / or dealings or any information concerning the businesses, finances, external and internal transactions of the company and / or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and / or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and / or the transactions of the company and / or its affiliates / associates / group companies which may come to your knowledge and / or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and / or placed in your possession by virtue of and / or during the course of your employment with the company.

**17. Non-competition restriction:**

You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialised. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination / retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

**Ms. Shalini Duraisamy**

**18. Non-Solicitation and Non-Poaching:**

You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and / or any of its subsidiaries' and / or affiliates' and / or group companies' personnel to leave the employment of the company and / or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the company.

**19. Accommodation:**

The Company may provide (depending on availability) shared-bachelor accommodation from date of joining for a maximum period of 11 months or till date of your completion of training whichever is earlier.

**20. Joining:**

You are required to report at Mumbai on **2<sup>nd</sup> July 2023 (Sunday)**. Your training commences on **3<sup>rd</sup> July 2023** with pre-joining activities on **2<sup>nd</sup> July 2023**.

On the date of your reporting for duty, please bring with you the following documents in original and a set of photocopies:

- A. S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet
- B. H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet
- C. Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years - [Attested copies of degree certificate and final year/semester mark sheets should be forwarded to us within 3 months of your joining]
- D. Course Completion Certificate (if your final semester / final year result is not declared)
- E. Good Conduct certificate issued by the College
- F. Photocopies of achievements in extra-curricular activities claimed (College / District / State / National / International levels)

In addition to the above please also bring following:

- G. Two recent Passport size photographs [photo should be mandatorily taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear)]
- H. A Self-certified copy of your **PAN Card**
- I. A Self-certified copy of your **Aadhaar Card**
- J. Name of your Bank, IFSC Code, bank Account Number where your stipend & allowances have to be credited
- K. Certificate for COVID 19 Vaccination

**21. All communications / notices should be addressed to L&T Realty A. M. Naik Tower, 8th Floor L&T Campus, Gate No. 3 Jogeshwari Vikhroli Link Road, (JVLR) Powai, Mumbai – 400072 (India)**

**Ms. Shalini Duraisamy**

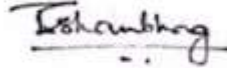
**22. Acceptance Letter:**

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 5 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

You will keep us informed of your local / contact address & Email ID whenever there is any change.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,  
for LARSEN & TOUBRO LIMITED,



**DR. BHAGIRATH VISHNU SHANBHAG  
GENERAL MANAGER & HEAD – HR & CSR,  
L&T REALTY**

I have read, understood and accept the terms and conditions herein and affix my signature hereunder in confirmation of acceptance of my appointment.

D. Shalini

D. Shalini (Jun 20, 2023 09:51 GMT+5.5)  
(Signature)

date : Jun 20, 2023

In case of any clarification, kindly contact  
Name: Ms. Binita Sinha  
Contact details: +91-97654 35566  
Mail ID: binita.sinha@larsentoubro.com

Ms. Shalini Duraisamy

*Dr. G.K. Rajesh*  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**ANNEXURE - I**  
**Stipend, Allowances applicable to Graduate Engineer Trainees (2023 batch)**

Stipend	:	<u>₹15,500/- Per Month</u>
FlexiPay 1	:	With Shared Company Accommodation : <u>₹15,500/- Per Month</u> Without Company Accommodation : <u>₹20,500/- Per Month</u>
FlexiPay 2	:	<u>₹4,710/- Per Month</u>
LTA	:	<u>₹21,000/- Per Annum</u>

(GETs will be eligible for LTA for the training period, after the completion of eleven months of training period).

On successful completion of your training and confirmation in our services you will be paid a one-time lump sum amount of ₹60,000/-.

You may also avail subsidised company transport and canteen facilities if provided at the place of posting.

Provident Fund shall be applicable only on the Stipend amount.

A consolidated statement indicating the computed Cost to Company (CTC) is attached as **Annexure - I A**

**LEAVE RULES FOR GRADUATE ENGINEER TRAINEES**

**General guidelines:**

1. No leave of any kind will be allowed during the notice period.
2. Trainees can prefix and / or suffix leave to weekly offs / holidays subject to conditions mentioned in each of leave.
3. Holidays / weekly offs falling in between PL will be treated as PL and will be debited as such.

**Sick Leave (SL):**

There will be no quantum of Sick Leave and it will be granted solely at the discretion of Management. Sick Leave shall be granted only based on a medical certificate and shall not be granted for less than 2 days at a time.

**Privilege Leave (PL):**

GETs will be granted 23 days Privilege Leave (PL) for the entire training period which they can avail of after 11 months of unbroken training.

Unconsumed Privilege Leave will be encashed at the end of the training period. However, a maximum of 7 days PL will be allowed to be carried over to the next year.

**Casual Leave (CL):**

The eligibility for Casual Leave will be as per the Leave Rules applicable to Trainees at the Unit / Location to which you are assigned.

*D. Shalini*

D. Shalini (Jun 20, 2023 09:51 GMT+5.5)

(Signature)

## ANNEXURE – I A

GET Compensation Structure				
Components	Without Company Accommodation		With Shared Company Accommodation	
	(in INR per month)	(in INR per annum)	(in INR per month)	(in INR per annum)
<b>Monthly Components (A)</b>				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay 1	20,500	2,46,000	15,500	1,86,000
Flexi Pay 2	4,710	56,520	4,710	56,520
<b>Sub Total (A)</b>	<b>40,710</b>	<b>4,88,520</b>	<b>35,710</b>	<b>4,28,520</b>
<b>Statutory Components (B)</b>				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
<b>Sub Total (B)</b>	<b>1,860</b>	<b>22,320</b>	<b>1,860</b>	<b>22,320</b>
<b>Annual Components (C)</b>				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
<b>Sub Total (C)</b>	<b>6,750</b>	<b>81,000</b>	<b>6,750</b>	<b>81,000</b>
Medical Insurance and other Benefits	898	10,776	898	10,776
<b>Sub Total (D)</b>	<b>898</b>	<b>10,776</b>	<b>898</b>	<b>10,776</b>
<b>Total CTC</b>	<b>₹ 50,218</b>	<b>₹ 6,02,616</b>	<b>₹ 45,218</b>	<b>₹ 5,42,616</b>

**Note:**

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid a one-time lump Sum amount of ₹ 60,000/-.
- Leave Encashment: Unconsumed Privilege Leave will be encashed at the end of the training period . However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You may also avail subsidised company transportation, canteen facilities if provided at the place of posting.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a maximum sum of ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from you as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 437/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you.

  
**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**



# Aarbee Structures Pvt. Ltd.

Structural Steel Designers & Detailers

CIN: U74210KA2005PTC039409

RBS/CBE/HR/20230525/049  
25-05-2023

To  
Ms. Shanmugapriya Rajendran  
5, Sami Aasari Lane,  
South Gate, Madurai, TN

**Subject: Offer Letter for the post of Trainee Detailing Engineer.**

Dear Ms. Shanmugapriya Rajendran,

Congratulations! Further to your Interview and Subsequent selection process we are delighted to offer you the role of **Trainee Detailing Engineer**. You are expected to join duty on **Monday, 31<sup>st</sup> July 2023**

**Remuneration**

You will be paid a stipend of **INR.17000/- (Rupees Seventeen thousand only)** per month which includes PF and ESI benefits.

**Reporting:**

You will be reporting to Project Leader or whomsoever management nominates. You will be based in the **Coimbatore office** of the Company, i.e. **Aarbee Structures Pvt. Ltd., 2<sup>nd</sup> Floor, Module No 201 to 204, Ticel Bio Park Ltd Phase-III, Marudhamalai Road, Coimbatore, Tamil Nadu – 641046.**  
The Company shall further be entitled to change the location of the place of work.

**Probation:**

You will be on probation for a period of nine (9) months from the date of your joining, on successful completion of probation, your employment with the company will stand confirmed subject to the terms and conditions as per the Company policies.

on your joining date, you are expected to sign "Bond" for Three (3) years to ensure the employment with us in case of confirmation. One of your parents should come along with you in order to sign the "Bond" on the date of joining.

Please note that the increment / incentive / appraisal are not on automatic basis and it will be decided by the management according to your performance.

You are requested to submit copy of all your qualification documents, Address proof and PAN card on the date of joining. You are also requested to bring along all the original documents for verification purpose.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. We request you to carry a signed copy of the offer letter on the day of your joining as token of your acceptance.

Welcome to Aarbee Structures Pvt. Ltd. We wish you a long, rewarding and fulfilling career.

Yours sincerely,  
For Aarbee Structures Pvt. Ltd.

Premila M  
HR-Executive



*R. Shanmuga priya*  
*Dr.*

**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



2nd Floor | TICEL Bio Park III | Off Maruthamalai Road  
Coimbatore 641046 | Tamil Nadu | INDIA  
Phone: +91 80 6833 3400 | USA: +1 732 579 6180  
www.aarbeestructures.com | info@aarbeestructures.com









# GET - OFFER OF EMPLOYMENT (HCI)-LT2 02315715202130-Shivakavitha Krishnapuram Pitchaiah

Final Audit Report

2023-06-21

Created:	2023-06-17
By:	hrssc Int (hrssc@Intecc.com)
Status:	Approved
Transaction ID:	CBJCHBCAABAAGYBHnwlJWZ-bMq0cMPKcEHZJUGbaviSg

## "GET - OFFER OF EMPLOYMENT (HCI)-LT202315715202130- Shivakavitha Krishnapuram Pitchaiah" History

-  Document created by hrssc Int (hrssc@Intecc.com)  
2023-06-17 - 8:58:02 AM GMT- IP address: 136.226.252.101
-  Document emailed to ashok.kandasamy@Intecc.com for approval  
2023-06-17 - 8:58:07 AM GMT
-  Email viewed by ashok.kandasamy@Intecc.com  
2023-06-20 - 11:35:42 AM GMT- IP address: 136.226.242.90
-  Signer ashok.kandasamy@Intecc.com entered name at signing as Ashok K  
2023-06-20 - 11:36:08 AM GMT- IP address: 136.226.242.90
-  Document approved by Ashok K (ashok.kandasamy@Intecc.com)  
Approval Date: 2023-06-20 - 11:36:10 AM GMT - Time Source: server- IP address: 136.226.242.90
-  Document emailed to shivpitchaiah@gmail.com for acceptance  
2023-06-20 - 11:36:12 AM GMT
-  Email viewed by shivpitchaiah@gmail.com  
2023-06-20 - 11:47:15 AM GMT- IP address: 66.249.84.96
-  Signer shivpitchaiah@gmail.com entered name at signing as shivakavitha  
2023-06-21 - 0:28:40 AM GMT- IP address: 152.58.214.57
-  Document accepted by shivakavitha (shivpitchaiah@gmail.com)  
Acceptance Date: 2023-06-21 - 0:28:42 AM GMT - Time Source: server- IP address: 152.58.214.57



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✔ Agreement completed.  
2023-06-21 - 0:28:42 AM GMT



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Acrobat Sign



Ref.: GET 2023/Civil/HCI-LT202315715202130

17th June 2023

Ms. Shivakavitha Krishnapuram Pitchaiah  
Thiagarajar College of Engineering  
Contact No. 9489124962

Dear Madam,

**Sub: Appointment as Graduate Engineer Trainee**

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

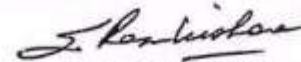
You will be required to report for the training and initial orientation program at **Chennai** on **03<sup>rd</sup> July 2023**. Your place of posting and joining formalities will be intimated in due course and a detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

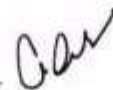
- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect. In case of any clarification kindly contact Mr. Ashok Kandasamy / 9962992967 / ashok.kandasamy@Lntecc.com.

Yours Faithfully,  
for LARSEN & TOUBRO LIMITED



(RAMKISHORE S)  
HEAD - HUMAN RESOURCES  
HEAVY CIVIL INFRASTRUCTURE IC



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Ref.: GET 2023/Civil/HCI-LT202315715202130

17th June 2023

Ms. Shivakavitha Krishnapuram Pitchaiah  
Thiagarajar College of Engineering  
Contact No. 9489124962

*Bar*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Madam,

**Sub: Appointment as Graduate Engineer Trainee**

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Engineer Trainee** on the following terms and conditions, subject to:

- (a) Your passing the final Degree Examination in FIRST attempt and  
(b) Being found medically fit by the Company's Doctor.
1. Your period of training will be for twelve months from the date you report for training.
  2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
  3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY	25210/- P.M	24410 /- P.M
<b>TOTAL</b>	<b>40710/- P.M</b>	<b>39910 /- P.M</b>

You will be eligible for reimbursement of Site Compensatory Allowance when posted at Project Sites as follows: -

Site Compensatory Allowances (P.M)	Project Based
	₹ 3160/-P.M.

A lump sum amount of ₹ 60,000/- will be payable to Graduate Engineer Trainee on successful completion of training period.

You are also eligible to get Leave Travel Assistance ₹ 21,000/- after the completion of eleven months of your training period. Refer Annexure – II.

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.

Page 1 of 5

**Ms. Shivakavitha Krishnapuram Pitchaiah**

5. **Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly stipend and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. **Medical Benefits:** You will be eligible for medical benefits in accordance with the Company's Scheme for your cadre.
8. **Leave:** During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
9. **Working Hours:** You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.
10. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
11. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following: -
  - (i). Breach of any of the conditions of this agreement;
  - (ii). Any misconduct on your part;
  - (iii). Failure to carry out any of your duties and obligations;
  - (iv). Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
12. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
13. You are to treat the terms of this agreement as confidential.
14. You are to treat the following as strictly confidential
  - Your salary, allowances, benefits, rewards.
  - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

**Ms. Shivakavitha Krishnapuram Pitchaiah**

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

15. You will keep us informed of your local contact address whenever there is any change.
16. You will be assigned to work in **Heavy Civil Infrastructure IC**. You will be reporting to **The Project Manager**.
17. We will be intimating you regarding joining formalities in due course. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
18. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
19. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.
20. **Code of Conduct:** You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which May include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure III**.

21. **Disputes & Arbitration:** Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
22. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

**Ms. Shivakavitha Krishnapuram Pitschaiah**

23. **Confidentiality Agreement:** As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

24. **Non-disclosure of confidential information and trade secret:** You shall not, except as authorized, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company.

25. **Non-competition restriction:** You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialized. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination/ retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

Page 4 of 5

**Ms. Shivakavitha Krishnapuram Pitchaiah**

26. **Non-Solicitation and Non-Poaching:** You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company. You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

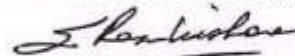
On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

All communications/notices should be addressed to HR Department, Heavy Civil Infrastructure IC, L&T Construction, TC 3 Building, Tower A, 4th Floor, D Wing, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamil Nadu, India.

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 07 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Yours Faithfully,  
for LARSEN & TOUBRO LIMITED



(RAMKISHORE S)  
HEAD - HUMAN RESOURCES  
HEAVY CIVIL INFRASTRUCTURE IC

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.

*shivakavitha*

shivakavitha (Jun 21, 2023 05:58 GMT+5.5)

(Signature)

date : Jun 21, 2023

Page 5 of 5

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Heavy Civil Infrastructure is a brand of Larsen & Toubro Limited

**ANNEXURE – I**  
**LARSEN & TOUBRO LIMITED**  
**L&T CONSTRUCTION**  
**Leave Rules for Post Graduate Engineer Trainee / Graduate Engineer /**  
**Architect Trainee /**

**Privilege Leave:**

1. Eligibility : After 11 Months Training
2. Quantum : 23 days per annum
3. PL not availed at the end of the training period will be encashed and cannot be carried over to the Next Year.
4. If for any reason the leave extends beyond the period of training, your training period will be proportionately extended and if the trainee is offered employment with the company, the date of employment will be from the date of training is completed.

**Casual Leave:**

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum
3. Not more than 2 days CL will be allowed to be taken at one time. With holidays/ weekly off days prefixed / suffixed to CL, the total absence should not exceed 5 days.
4. Except in the case of extreme emergency, application for CL shall be made to the appropriate authority and sanction to be obtained prior to availing of leave.

**Sick Leave:**

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum on full stipend
3. The trainee shall produce a medical certificate from Registered Medical Practitioner in support of his sickness.
4. The company has the right to have the trainee examined by the company's Medical officer to ascertain the sickness.
5. SL shall not be combined with CL

If for any reason, the attendance of the trainee falls short of 240 working days per annum his training period will be extended by the period of such shortfall.

**ANNEXURE – II  
L&T CONSTRUCTION**

GET Compensation Structure				
Components	Office Based Posting		Project Site Based Posting	
	(in INR per month)	(in INR per annum)	(in INR per month)	(in INR per annum)
<b>Monthly Components (A)</b>				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay	25,210	3,02,520	24,410	2,92,920
Site Compensatory Allowance			3,160	37,920
<b>Sub Total (A)</b>	<b>40,710</b>	<b>4,88,520</b>	<b>43,070</b>	<b>5,16,840</b>
<b>Statutory Components (B)</b>				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
<b>Sub Total (B)</b>	<b>1,860</b>	<b>22,320</b>	<b>1,860</b>	<b>22,320</b>
<b>Annual Components (C)</b>				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
<b>Sub Total (C)</b>	<b>6,750</b>	<b>81,000</b>	<b>6,750</b>	<b>81,000</b>
Medical Insurance and other Benefits	898	10,776	3,148	37,776
<b>Sub Total (D)</b>	<b>898</b>	<b>10,776</b>	<b>3,148</b>	<b>37,776</b>
<b>Total CTC</b>	<b>₹ 50,218</b>	<b>₹ 6,02,616</b>	<b>₹ 54,828</b>	<b>₹ 6,57,936</b>

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid a one-time lump sum amount of ₹ 60,000/-.
- Leave Encashment: Unconsumed Privilege Leave will be encashed at the end of the training period. However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You will be provided with shared bachelor accommodation at a subsidized recovery rate of ₹ 100/- per month & to and fro local transport facilities from residence to work location at Project sites. Subsidized mess facilities are also available.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a sum of max. ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from the employee as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 437/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you.

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

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**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



Ref.: GET 2023-Civil-B&F IC-LT202315715202133

17th June 2023

Ms. Sindhu Ganeshbabu  
Thiagarajar College of Engineering  
Contact No. 9150283355

Dear Madam,

**Sub: Appointment as Graduate Engineer Trainee**

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report for the training and initial orientation program at Chennai on 03<sup>rd</sup> July 2023. Your place of posting and joining formalities will be intimated in due course and a detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect. In case of any clarification, kindly contact Mr. Vijayaraghavan S / 7550004210 / [vijayaraghavan@lntecc.com](mailto:vijayaraghavan@lntecc.com).

Yours Faithfully,  
for LARSEN & TOUBRO LIMITED

*P.B. Chakrabarti*

(PARTHASARATHI CHAKRABORTI)  
JGM & HEAD – TALENT ACQUISITION  
BUILDINGS & FACTORIES IC

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Buildings & Factories is a brand of Larsen & Toubro Limited



November 14, 2022

**Siva Prakash Balachandar**

23-24/1, Lakshmi Illam, Sonaiyar kovil street, Narimedu, Madurai - 625002.

Dear Siva Prakash,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Quality and Automation Engineer 1** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Quality and Automation Engineer 1** with Comcast India and you will be required to report to **Deepak Mohanakrishnan**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

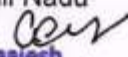
Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary performance Bonus shall be **INR 6,06,675** (Six Lakhs Six Thousand Six Hundred and Seventy Five Only).

COMCAST India Engineering Center I LLP  
Registered Office

Chennai One SEZ, 5th Floor, North Block in Phase II, Module 7 & 8, "Chennai One",  
Pallavaram-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai – 600 097, Tamil Nadu

  
**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of **5%** of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Works:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **July 3, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **Development Engineer 1** with Comcast India
- (b) Your performance and conduct during your period of internship with Comcast India from **January 6, 2023 to June 30, 2023** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
- (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **November 14, 2022** and Internship Agreement dated **December 10, 2022**.



- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time; and
- (g) You have agreed to and passed a background investigation conducted by Comcast India. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter, you hereby authorize Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.



3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

**Kannan Subramaniam**  
**Senior Vice President & General Manager**

**Acknowledgement**

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed: *B. Siva Prakash*

Name: Siva Prakash Balachandar

Date: 08/12/2022



COMCAST INDIA OFFER		
Name	Siva Prakash Balachandar	
Comcast Title	Quality and Automation Engineer 1	
Department	XRE	
Hiring Manager	Deepak Mohanakrishnan	
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic Pay (50% of Total Fixed pay)	25,278	3,03,338
<b>Basket of Allowances</b>		
House Rent Allowance (Capped at 50% of Basic)	12,639	1,51,669
Leave Travel Allowance *	2,107	25,278
Special Allowance	10,533	1,26,391
<b>Total Fixed Pay</b>	<b>50,556</b>	<b>6,06,675</b>
Target CIP Bonus Variable Pay %	-	5%
Target CIP Bonus Variable Pay	-	30,334
<b>Total Cash</b>	<b>50,556</b>	<b>6,37,009</b>
Provident Fund **	3,033	36,401
Telephone Reimbursement	1,000	12,000
Gratuity ***	-	14,591
<b>Cost to Company</b>	<b>54,590</b>	<b>7,00,000</b>

**Note:**

- \*Leave Travel Allowance is capped at 1 month of Basic
- \*\*PF is contributed at 12% of Basic Salary (Employer's Contribution).
- \*\*\*Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (*Optional Benefit*).

**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of **5%** of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Works:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **July 3, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **Quality and Automation Engineer 1** with Comcast India
- (b) Your performance and conduct during your period of internship with Comcast India from **January 6, 2023 to June 30, 2023** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
- (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **November 1, 2022** and Internship Agreement dated **December 5, 2022**.



- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time; and
- (g) You have agreed to and passed a background investigation conducted by Comcast India. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter, you hereby authorize Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.





3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

**Kannan Subramaniam**  
**Senior Vice President & General Manager**

#### **Acknowledgement**

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name:

Date:

Ref.: GET 2023/Civil/LTEH-LT202315715202136

22nd June 2023

Ms. Soundharya Thavamani  
Thiagarajar College Of Engineering  
Email ID: soundharyat0@gmail.com  
Contact No. 9489571475

### APPOINTMENT AS GRADUATE ENGINEER TRAINEE - 2023

With reference to the interview, you had with us, we have great pleasure in appointing you as a **Graduate Engineer Trainee (GET)** on the following terms and conditions:

#### 1. Medical Fitness and Academic Requirement:

The offer is inter alia subject to your

- Being found medically fit by the Company's authorized Doctor.
- Being qualified according to all the Eligibility criteria as communicated during the selection process.
- Completion of all the academic requirements for B.E. / B. Tech. course.

#### 2. Period of Training:

The Period of training will be for **One year** from the date of commencement of training.

Your training commences on **3<sup>rd</sup> July, 2023** with pre-joining activities on **2<sup>nd</sup> July, 2023**. Accordingly, you are required to report to Mumbai on **2<sup>nd</sup> July, 2023**. The accommodation for you during the Orientation program at Mumbai will be arranged by us and the details of the same will be shared with you separately. Travel to Mumbai and commute to the accommodation on arrival in Mumbai is required to be planned accordingly and will be at your own expense. The company will not reimburse any expenses incurred by you for travel to and arrival at the designated accommodation at Mumbai.

The cost of boarding and lodging at the accommodation, and subsequent conveyance from accommodation to L&T Campuses will be borne by the company.

You will be assigned to work in **L&T Energy-Hydrocarbon**.

During twelve months training period, you will diligently and faithfully carry out all directions and instructions issued to you by the Company, its officers, and representatives. The course and manner of your training will be decided solely by the Company at its discretion, and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.

Please note that any request for extension in joining time / Change of Department or Division or Location will not be entertained.

**Ms. Soundharya Thavamani**

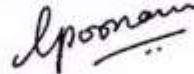
**22. Acceptance Letter:**

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 5 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

You will keep us informed of your local / contact address & Email ID whenever there is any change.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,  
for LARSEN & TOUBRO LIMITED,



(POONAM CHANDOK)  
**GENERAL MANAGER & HEAD - HUMAN RESOURCES  
L&T ENERGY - HYDROCARBON**

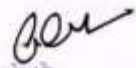
I have read, understood and accept the terms and conditions herein and affix my signature hereunder in confirmation of acceptance of my appointment.

T.Soundharya  
T.Soundharya (Jun 22, 2023 20:30 GMT+5.5)  
(Signature)

date : Jun 22, 2023

In case of any clarification, kindly contact  
Name: Ms. Sheetal Pillai  
Contact details: 02268926014  
Mail ID: [SHEETAL.PILLAI@larsentoubro.com](mailto:SHEETAL.PILLAI@larsentoubro.com)

Ms. Soundharya Thavamani

  
Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
25 015

**ANNEXURE - I**

**Stipend, Allowances applicable to Graduate Engineer Trainees (2023 batch)**

Stipend	:	<u>₹15,500/- Per Month</u>
FlexiPay 1	:	With Shared Company Accommodation : <u>₹15,500/- Per Month</u> Without Company Accommodation : <u>₹20,500/- Per Month</u>
FlexiPay 2	:	<u>₹4,710/- Per Month</u>
LTA	:	<u>₹21,000/- Per Annum</u>

(GETs will be eligible for LTA for the training period, after the completion of eleven months of training period).

On successful completion of your training and confirmation in our services you will be paid a one-time lump Sum amount of ₹60,000/-.

You may also avail subsidised company transport and canteen facilities if provided at the place of posting.

Provident Fund shall be applicable only on the Stipend amount.

A consolidated statement indicating the computed Cost to Company (CTC) is attached as **Annexure - I A**

**LEAVE RULES FOR GRADUATE ENGINEER TRAINEES**

**General guidelines:**

1. No leave of any kind will be allowed during the notice period.
2. Trainees can prefix and / or suffix leave to weekly offs / holidays subject to conditions mentioned in each of leave.
3. Holidays / weekly offs falling in between PL will be treated as PL and will be debited as such.

**Sick Leave (SL):**

There will be no quantum of Sick Leave and it will be granted solely at the discretion of Management. Sick Leave shall be granted only based on a medical certificate and shall not be granted for less than 2 days at a time.

**Privilege Leave (PL):**

GETs will be granted 23 days Privilege Leave (PL) for the entire training period which they can avail of after 11 months of unbroken training.

Unconsumed Privilege Leave will be encashed at the end of the training period. However, a maximum of 7 days PL will be allowed to be carried over to the next year.

**Casual Leave (CL):**

The eligibility for Casual Leave will be as per the Leave Rules applicable to Trainees at the Unit / Location to which you are assigned.

T.Soundharya

T.Soundharya (Jun 22, 2023 20:30 GMT+5.5)

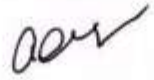
(Signature)

## ANNEXURE – I A

GET Compensation Structure				
Components	Without Company Accommodation		With Shared Company Accommodation	
	(in INR per month)	(in INR per annum)	(in INR per month)	(in INR per annum)
<b>Monthly Components (A)</b>				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay 1	20,500	2,46,000	15,500	1,86,000
Flexi Pay 2	4,710	56,520	4,710	56,520
<b>Sub Total (A)</b>	<b>40,710</b>	<b>4,88,520</b>	<b>35,710</b>	<b>4,28,520</b>
<b>Statutory Components (B)</b>				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
<b>Sub Total (B)</b>	<b>1,860</b>	<b>22,320</b>	<b>1,860</b>	<b>22,320</b>
<b>Annual Components (C)</b>				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
<b>Sub Total (C)</b>	<b>6,750</b>	<b>81,000</b>	<b>6,750</b>	<b>81,000</b>
Medical Insurance and other Benefits	898	10,776	898	10,776
<b>Sub Total (D)</b>	<b>898</b>	<b>10,776</b>	<b>898</b>	<b>10,776</b>
<b>Total CTC</b>	<b>₹ 50,218</b>	<b>₹ 6,02,616</b>	<b>₹ 45,218</b>	<b>₹ 5,42,616</b>

**Note:**

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid a one-time lump Sum amount of ₹ 60,000/-.
- Leave Encashment: Unconsumed Privilege Leave will be encashed at the end of the training period . However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You may also avail subsidised company transportation, canteen facilities if provided at the place of posting.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a maximum sum of ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from you as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 437/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you.

  
 Dr. G.K. Raajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015



November 1, 2022

**Sree Gayathri Ethiraj**  
46, Semma Street, Velipattinam, Ramanathapuram - 623504.

Dear **Sree Gayathri Ethiraj**,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Quality and Automation Engineer 1** with Comcast India Engineering Center I LLP (**Comcast India**)

I. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Quality and Automation Engineer 1** with Comcast India and you will be required to report to **Harish Jayesh**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary performance Bonus shall be **INR 6,06,675** (Six Lakhs Six Thousand Six Hundred and Seventy Five Only).

COMCAST India Engineering Center I LLP  
Registered Office  
Chennai One SEZ, 5th Floor, North Block in Phase II, Module 7 & 8, "Chennai One",  
Pallavaram-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai – 600 097, Tamil Nadu

  
**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of 5% of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Works:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **July 3, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **Quality and Automation Engineer 1** with Comcast India
- (b) Your performance and conduct during your period of internship with Comcast India from **January 6, 2023 to June 30, 2023** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
- (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **November 1, 2022** and Internship Agreement dated **December 5, 2022**.



- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time; and
- (g) You have agreed to and passed a background investigation conducted by Comcast India. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter, you hereby authorize Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.





3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

**Kannan Subramaniam**  
**Senior Vice President & General Manager**

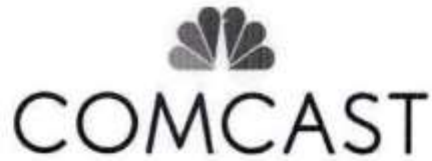
#### **Acknowledgement**

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed:

Name:

Date:



COMCAST INDIA OFFER		
Name	Sree Gayathri Ethiraj	
Comcast Title	Quality and Automation Engineer 1	
Department	SKY	
Hiring Manager	Harish Jayesh	
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic Pay (50% of Total Fixed pay)	25,278	3,03,338
<b>Basket of Allowances</b>		
House Rent Allowance (Capped at 50% of Basic)	12,639	1,51,669
Leave Travel Allowance *	2,107	25,278
Special Allowance	10,533	1,26,391
<b>Total Fixed Pay</b>	<b>50,556</b>	<b>6,06,675</b>
Target CIP Bonus Variable Pay %	-	5%
Target CIP Bonus Variable Pay	-	30,334
<b>Total Cash</b>	<b>50,556</b>	<b>6,37,009</b>
Provident Fund **	3,033	36,401
Telephone Reimbursement	1,000	12,000
Gratuity ***	-	14,591
<b>Cost to Company</b>	<b>54,590</b>	<b>7,00,000</b>

**Note:**

- \*Leave Travel Allowance is capped at 1 month of Basic
- \*\*PF is contributed at 12% of Basic Salary (Employer's Contribution).
- \*\*\*Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (*Optional Benefit*).

  
**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**

HR/A-9/ 27 /2023

Mr. Surya Prakash P  
No. 14C, Mangammal salai,  
Thirunagar,  
Madurai,  
Tamilnadu - 625 006.

Dear Surya prakash,

Further to our e-mail communication dated 29<sup>th</sup> May 2023 followed by Medical Examination, you are selected as an **Engineering Management Services Trainee** in our Organization on following terms and conditions.

1. You are advised to report to our Training center in Tuticorin on 13<sup>th</sup> June 2023 for completing the joining formalities and your formal training will commence from 15<sup>th</sup> June 2023 onwards.
2. Your place of training shall be initially at our Manufacturing facility in Tuticorin.
3. You will be on training initially for a period of 18 months which may be extended at the discretion of the Management depending upon your learning capabilities and performance.
4. Selection for training is subject to furnishing supporting documents with respect to your Qualification and clearing your final semester exams with more than 60% marks.
5. No history of arrears in all subjects from the First semester till the final semester.
6. Your age limit not exceeding 23 years.
7. Execution of Training cum Service Agreement as intimated earlier.
8. Free hostel accommodation will be provided to you at SPIC Nagar and it is also compulsory that you should reside in the Trainees' hostel throughout your training period.
9. You must be unmarried at the time of commencement of the training and marriage is not permitted during the training period.
10. You will be paid a stipend of Rs.12,500/-pm (Rupees Twelve Thousand Five Hundred only) and Special Allowance of Rs.9,500/-pm (Rupees Nine Thousand and Five Hundred only) during the first year of training period. In the second year, your stipend will be Rs.13,000/- (Rupees Thirteen Thousand only) and Special Allowance of Rs.10,000/- (Ten Thousand only).
11. Please note that your monthly stipend includes a recovery towards your eligible retention bonus, which will be paid on successful completion of your stipulated training period and subsequent one year period of service.
12. Your training shall be governed by the service rules and other regulations and other instructions from the Management in force from time to time.
13. This offer will be invalid if any discrepancies found in the prescribed conditions pertain to your qualifications, age and other criteria.
14. The training period will be automatically ceased if the information furnished by you is found false.

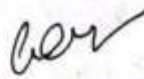
You are required to acknowledge your acceptance in the duplicate copy of this letter, if the above terms and conditions are acceptable to you.

Yours faithfully,

For Greenstar Fertilizers Limited



Sivakumar J  
Head- HR



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223915148/Chennai**  
**Date: 30/11/2022**

Ms. Tamil Elakkiya R  
24thEmg Nagar, 2nd Street,  
K.Pudur,  
Madurai-625007,  
Tamil Nadu.  
Tel# -

Dear Tamil Elakkiya R,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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

  
**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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



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**TCSL/CT20223915148**

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

#### **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



qualification of MBBS to the Induction Coordinator.

#### 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

#### **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

#### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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**TCSL/CT20223915148**

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#### **TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](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)



interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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





GROSS SALARY SHEET

Annexure 1

Name	Tamil Elakkiya R
Designation	Assistant System Engineer-Trainee
Institute Name	Thiagarajar College Of Engineering, Madurai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
Xplore/ Learning Incentive****		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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*BoB*  
**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

Ref: TSL\HR\2024

24<sup>th</sup> Nov 2023

**Ms. Vaishnavi O P,**  
D/O, Prem Kumar,  
25A/8, Balarengapuram Main Road,  
Madurai – 625009.  
Mobile – 8300012237

Dear Vaishnavi,

**Sub: Offer for Internship**

It is our pleasure to extend the offer for internship at TVS Srichakra Limited. The Internship assignment will be in **Civil - Projects**.

Following are the details of internship assignment offered to you.

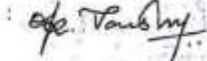
1. Your base location for Internship will be **Madurai**.
2. Stipend offered will be **INR 18,000/- per month** to take care of all your incidental expenses (including food, travel, stay et. al.). However, in case there is a need to travel for official purpose to another location, all expenses will be fully reimbursed by the company.
3. The period of internship will be **30-November-2023 to 29-May-2024**.
4. During the internship period, you are expected to adhere to the code of conduct and guidelines for interns (**attached herewith**).
5. Please do signify your acceptance to this offer by sending a duly signed scanned copy through e-mail.

For **TVS SRICHAKRA LIMITED**

  
**RAMALINGAM T**  
**DEPUTY GENERAL MANAGER – HR**

Accepted and probable date of joining : 30.11.2023

Signature of the applicant



**TVS Srichakra Limited**

CIN: L25111TN19B2PLC009414

Regd. Office: TVS Building, 7-B West Vall Street, Madurai 625 001.

Tel: +91 0452 2358400, Fax: +91 0452 2443466 | Website: www.tvseurogrip.com

Manufacturing Unit: Vellaripatti, Melur Taluk, Madurai - 625 122. Tel: +91 452 2443300

  
**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**



**Canteen & Transport facilities**

- o Project interns during the period of their project can have breakfast and lunch in the factory on payment at prevailing rates.
- o Transportation will be arranged for the interns to and from the factory.

**Report Submission**

- o Prior to the completion of internship, the interns are expected to submit a detailed report to their project guides. In case there is a specific format for report submission indicated by their respective institutions, the same can be followed.

**Project Completion Certificate**

- o Project completion certificate would be issued by TVS Srichakra after ascertaining the feedback from guides.

-----XXXXXXXX-----

**TVS Srichakra Limited**

CIN: L25111TN1982PLC009414

Regd. Office: TVS Building, 7-B West Veli Street, Madurai 625 001.

Tel: +91 0452 2356400. Fax: +91 0452 2443466 | Website: [www.tvseurogrip.com](http://www.tvseurogrip.com)

Manufacturing Unit: Vellaripatti, Melur Taluk, Madurai - 625 122. Tel: +91 452 2443300



December 27, 2022

**Varshini Sivakumar**

89/19, Aruppukottai Road, Virudhunagar Tamil Nadu - 626001

Dear Varshini,

In view of your curriculum vitae, the information and documents submitted by you and our discussions on the subject, we are pleased to offer you the position of **Quality and Automation Engineer 1** with Comcast India Engineering Center I LLP (**Comcast India**)

1. The broad terms and conditions that will apply once your employment commences are as outlined below. The detailed terms and conditions will be contained in an employment agreement that you will be expected to execute for your employment to commence:

(a) **Position:**

Your position will be as **Quality and Automation Engineer 1** with Comcast India and you will be required to report to **Vaikunth Gopalakrishnan**. In the course of your employment you will be required to undertake and perform all the acts, functions, and duties as may be assigned to you by Comcast India based on your knowledge, qualifications and experience.

You will be placed on probation during the first 3 months of your employment and shall only be confirmed subject to your satisfactory performance during this period. The probation period may be extended for a further period of 3 months at the discretion of Comcast India. Your employment may be terminated by you or Comcast India at any time during the probation period with one week's notice or pay in lieu.

(b) **Place of Work:**

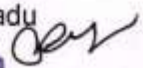
Your place of work shall be in Chennai, India. You may be required to relocate to other locations in India or abroad; and/or undertake such travel in and outside India, from time to time, as may be necessary in the interests of Comcast India's business.

(c) **Remuneration, Allowance and Other Benefits:**

Your annual fixed pay including the basic pay, all allowances, and specific reimbursements agreed under the payment schedule (such as medical reimbursement, telephone reimbursement, etc.) payable by Comcast India but excluding the discretionary performance Bonus shall be **INR 6,06,675** (Six Lakhs Six Thousand Six Hundred and Seventy Five Only).

COMCAST India Engineering Center I LLP  
Registered Office

Chennai One SEZ, 5th Floor, North Block in Phase II, Module 7 & 8, "Chennai One",  
Pallavaram-Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai – 600 097, Tamil Nadu

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



Your annual fixed pay shall be structured in accordance with the standard policies of Comcast India, which shall be communicated to you in writing from time to time and shall be subject to deduction of tax at source. The salary payable to you shall be paid monthly in arrears. Statutory contributions as per the relevant Indian laws will also be payable by Comcast India.

In addition to the annual fixed pay, you will be eligible for an annual discretionary performance bonus based on a target amount of **5%** of the annual fixed pay (**Performance Bonus**). The detailed break-up of your annual fixed pay and the Performance Bonus will be provided to you with your employment agreement.

You are eligible for an optional meal card benefit of INR 2200 per month. To elect this meal card benefit, you must contact Payroll within thirty (30) days of commencing employment, and the meal card benefit amount will be deducted from your special allowance. If you take no action, you will not receive the meal card benefit, and the special allowance provided in your offer will remain unchanged.

(d) **Hours of Works:**

Your hours of work will be as per the working hours policy of Comcast India, Monday through Friday. You may be required to work such additional hours as may be necessary for you to perform your duties effectively and you will not be entitled to receive any additional remuneration for work done outside your normal hours of work, unless required by applicable law.

2. Subject to satisfactory completion of the conditions mentioned below, your employment with Comcast India shall commence on **July 3, 2023** or such other date that shall be communicated to you in writing by Comcast India (the **Start Date**):

- (a) You have not accepted any other employment or offer of employment before the Start Date and you possess the required qualifications to commence employment as an **Development Engineer 1** with Comcast India
- (b) Your performance and conduct during your period of internship with Comcast India from **January 6, 2023 to June 30, 2023** is to the satisfaction of Comcast India and you have cleared all the tests assigned to you during your internship in accordance with the standards and requirements of Comcast India.
- (c) You have adhered to all your obligations during your Internship in accordance with the Internship Offer Letter dated **December 27, 2022** and Internship Agreement dated **January 4, 2023**.



- (d) You have completed and cleared all your university examinations and there are no pending papers, examinations, assignments, credits or any other requirements to be completed with respect to your university, as of the Start Date.
- (e) You have provided all accurate documents as may be required by Comcast India including but not limited to marksheets, transcripts, character certificates, degree certificates (or a provisional degree certifying your clearance of all semesters and examinations from your university).
- (f) You have executed an employment agreement with Comcast India on or before the Start Date. Your employment agreement shall contain customary provisions including but not limited to confidentiality, emoluments and privileges, intellectual property rights, representations and warranties, non-competition and non-solicitation provisions, termination provisions, etc. and you shall be governed by various company rules, standards and policies as communicated to you from time to time; and
- (g) You have agreed to and passed a background investigation conducted by Comcast India. By signing this letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Comcast India. This includes undergoing drug and alcohol testing as per Comcast India's Drug and Alcohol Policy and Privacy Policy. By signing this letter, you hereby authorize Comcast India to send the necessary specimen collected from you to selected third parties for a screening test for the presence of alcohol, and/or drugs that are illegal under national, state or local laws and, to receive and use the results of the test.

If your background check has not been completed prior to your Start Date, we may allow you to commence your employment but, if so, Comcast India will reserve the right to terminate your employment based on the results of the Background check, whenever completed.

Please note that this position is time sensitive. This offer is made to you on the condition that you have completed all the conditions mentioned in paragraph 2 and will commence employment on the Start Date. If you fail to do so, Comcast India will have the right to unilaterally rescind this offer. You undertake to fulfill these conditions promptly and in good faith to be able to commence employment with Comcast India by the Start Date.



3. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between Comcast India and yourself. Any employer-employee relationship is only meant to arise upon execution of an employment agreement with Comcast India.
4. This letter shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction to decide any dispute arising out of this letter.

Please sign and return one copy of this letter within 2 days from the date of this letter.

We look forward to welcoming you to Comcast India and working with you.

Best Regards,

For and on behalf of Comcast India Engineering Center I LLP

**Kannan Subramaniam**  
**Senior Vice President & General Manager**

#### **Acknowledgement**

I hereby confirm my acceptance to terms and conditions outlined in this letter.

Signed: *Varshini*  
Name: **Varshini Sivakumar**  
Date: **10/01/2023**



COMCAST INDIA OFFER		
Name	Varshini Sivakumar	
Comcast Title	Quality and Automation Engineer 1	
Department	NBCU	
Hiring Manager	Vaikunth Gopalakrishnan	
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic Pay (50% of Total Fixed pay)	25,278	3,03,338
<b>Basket of Allowances</b>		
House Rent Allowance (Capped at 50% of Basic)	12,639	1,51,669
Leave Travel Allowance *	2,107	25,278
Special Allowance	10,533	1,26,391
<b>Total Fixed Pay</b>	<b>50,556</b>	<b>6,06,675</b>
Target CIP Bonus Variable Pay %	-	5%
Target CIP Bonus Variable Pay	-	30,334
<b>Total Cash</b>	<b>50,556</b>	<b>6,37,009</b>
Provident Fund **	3,033	36,401
Telephone Reimbursement	1,000	12,000
Gratuity ***	-	14,591
<b>Cost to Company</b>	<b>54,590</b>	<b>7,00,000</b>

**Note:**

- \*Leave Travel Allowance is capped at 1 month of Basic
- \*\*PF is contributed at 12% of Basic Salary (Employer's Contribution).
- \*\*\*Gratuity will be paid as per the Payment of Gratuity Act, 1972.
- Additional Out Patient Medical Benefit of INR 10,000 per annum for employee and their dependents.
- ^Meal Card is administered by ICICI - Multi Wallet Card (Optional Benefit).

  
**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**

AGPCGD/HRA/203-24/1166  
July 01, 2023

**Mr. Venishkumar**  
1/142, Sekkadi Street,  
Melaneelithanallur,  
Tirunelveli, Tamilnadu - 627953

Dear Venishkumar

**APPOINTMENT AS [ Graduate Engineer Trainee – Projects ]**

AGP CGD India Private Limited (the "**Company**") is pleased to offer you the position of **Graduate Engineer Trainee - Projects** on the terms and conditions mentioned in the ensuing paragraphs of this letter. You and the Company are collectively referred to herein as "**Parties**" and individually as a "**Party**".

**1. TERM**

Subject to Clause 4, your employment shall be effective as of July 01, 2023, and shall continue in full force and effect unless earlier terminated under Section 5 of this Agreement.

**2. DUTIES**

**2.1 Scope of Duties**

You shall provide the services as prescribed by your Reporting Officer. In addition to the duties stated therein, you shall undertake such other duties as the Company shall from time to time assign or vest in you.

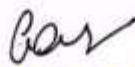
In pursuance of your duties, you shall work for the Company in that capacity or in such other capacity as the Company may require (which may include an appointment to any of its related corporations (collectively, the "Group").

**2.2 Place of Posting**

Your place of posting is currently in **Kanchipuram**. However, your services are liable to be transferred to any of our existing offices/ sites/ plants/ units/ projects etc. at any point of time, either within the country or abroad or any group company as per the discretion of the Management.

**2.3 Reporting**

You shall report to **Regional Head** or such other designated officer of the Company as may from time to time be notified to you.

  
**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**

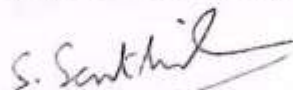
**Name : Venishkumar**
**Designation : Graduate Engineer Trainee - Projects**
**Amount in INR**

S. No.	Salary/ Allowance	Indicative monthly	Annual
1	Basic	16,667	2,00,000
2	PF contribution (Employer)	2,000	24,000
3	House rent allowance	8,333	1,00,000
<b>A</b>	<b>Total Fixed Components – A</b>	<b>27,000</b>	<b>3,24,000</b>
4	Other allowance *	14,667	1,76,000
<b>B</b>	<b>Total Flexi Components - B</b>	<b>14,667</b>	<b>1,76,000</b>
<b>C</b>	<b>Retention Bonus ** - C</b>	-	50,000
<b>Grand Total [A+B+C = CTC]</b>		<b>41,667</b>	<b>5,50,000</b>

1. You and your family shall be covered under 'Group Medclaim Insurance' as per Company's Policy and you shall be covered under 'Group Personal Accident Insurance' as per your eligibility.
2. You shall be covered under 'Group Term Life Insurance' as per your eligibility.
3. This salary package is confidential, disclosure in any form shall be considered to be a violation of Code of Conduct of the Company.
4. Gratuity shall be payable as per the stipulated provision of the "Payment of Gratuity Act, 1972" or any amendments made thereto.

\*The same shall be subject to the prescribed limits of the Company policy for various allowances permissible under the statute.

\*\* Retention bonus will be paid on completion of one year who are in the active roles of the company on the day of disbursement.

**For, AGP CGD India Private Limited**
**Acknowledged and Accepted**
  
**S Senthilkumar**  
 Head – HR & Admin

**Venishkumar**



#### **2.4 Compliance with Company Policies**

Your appointment is subject to other terms and conditions (whether expressed or implied) in the prevailing or future Company policies as are laid down or may be laid down by the Company (whether in an employee handbook or otherwise) from time to time. Please note that such prevailing or future policies shall, together with this letter, form your employment contract.

In the discharge of your duties and in the exercise of your powers, you shall observe and comply with all regulations and directions from time to time made by the Company or given to you and use your best skills and endeavours to further the business and interests of the Company. You shall not damage, and shall use all reasonable endeavours to promote, the welfare, interests and reputation of the Company.

#### **2.5 Hours of Work**

Normal business hours for GA location and other offices are from 9.15 am to 6.00 pm from Monday to Saturday. You shall devote the whole of your time and attention during normal business hours to the discharge of your duties and conform to such hours of work as may from time to time be reasonably required of you.

#### **2.6 Transfers and Secondment**

The Company reserves the right to transfer you to any positions of similar category and level to any other departments or sections within the Group located in or outside India. Such transfer (if any) will be done reasonably, taking into consideration the qualifications of your job scope. Upon such transfer, your employment terms and conditions will be adjusted in accordance to local conditions.

The Company also reserves the right to second you to perform, undertake, discharge or supervise any assignments in any other departments or sections within the Group located in or outside India for such period reasonably determined by the Company.

In the event that you have been transferred, seconded or assigned to another location or entity, whether in India or elsewhere, unless otherwise agreed to in writing and signed by both Parties, you shall still be considered an employee of the Company irrespective of the length or nature of such transfer, secondment or assignment and all restrictions and/or covenants in your employment contract shall continue to apply. You shall sign and return to the Company any documents it provides to you for confirming your acknowledgement of the transfer, secondment or assignment.

#### **2.7 Compliance with Laws**

You shall at all times comply with all applicable laws, customs and regulations to which you are or may be subject and/or which are in force in the country in which you are from time to time located.

## 2.8 Safety

You shall abide by the Road Safety rules while commuting to Office and back home and during personal travel as stated below.

- (a) Wear Crash Helmet while riding two wheelers and ensure the Pillion rider do wear Crash Helmet.
- (b) Wear Seat Belt while driving four wheeler and ensure all the co passengers do wear Seat Belt.

Non adherence of the above safety rules may result in severe punishment.

## 3. REMUNERATION AND OTHER BENEFITS

3.1 You shall be eligible for a salary package and such other benefits that are detailed in **Annex 1** hereof.

### 3.2 Revision of Allowance

The Company at its discretion may revise any allowance(s) upward or downward, introduce any new allowance and withdraw any existing allowance. However, in all such cases the overall compensation package will be protected.

### 3.3 Tax

All income tax liabilities and other charges under applicable law incurred by you in respect of your salary (whether by way of salary, bonus payments, benefits, or otherwise) shall be borne solely by you. In line with relevant tax laws, the Company may be required to withhold tax from your salary and remit to the appropriate tax authorities.

### 3.4 Expenses

You may be reimbursed all actual business-related expenses reasonably incurred by you in the discharge of your duties hereunder, subject to the Company's approval based on applicable policy/policies and your compliance with the standard liquidation requirements of the Company.

### 3.5 Government mandated financial and non-financial benefits / Deductions from Salary

In compliance with applicable laws, you may receive certain government mandated financial and non-financial benefits. These may include maternity/parental benefit, contributions to the provident fund and employee state insurance/health insurance. Deductions shall be made for employee's contribution to the provident fund, gratuity and for the state insurance/health insurance as per applicable law.

Tax shall be deducted at source in accordance with the prevailing tax rate and government policy.

Deductions from salary shall also be made for – (a) any leaves taken beyond the allowed paid leave, (b) any loss of goods or money entrusted to you due to your negligence or default, (c) recovery of any advance or loans extended to you in accordance with company policy.

### **3.6 Leave**

You shall be entitled to avail leave as per the attendance and leave policy of the company.

### **3.7 Probation**

Your probationary term shall be effective as of July 01, 2023 for a period of one (1) year. Your performance shall be reviewed on or before the end of one (1) year, subject to a satisfactory rating; you shall be confirmed as a regular employee.

### **3.8 Retirement**

You shall automatically superannuate from the services of the company on attaining the age of 60 years based on the date of birth intimated by you to the company at the time of your joining.

## **4. BACKGROUND CHECKS**

Your employment may be subject to background and reference checks to the satisfaction of the Company. In the event that the Company is not satisfied with the results of its background and reference checks the Company may terminate this letter in accordance with Clause 5.

## **5. TERMINATION OF EMPLOYMENT**

### **5.1 Termination by Notice**

a) **During Probation:** During your probation period your service is liable to be terminated without assigning any reason or notice or any compensation in lieu thereof.

b) **After Confirmation:** It is understood and agreed that after confirmation this engagement may be terminated by either party by giving three months (90 days) written notice at any time and duly served for the complete notice period.

In the event that employment is terminated by the Company it reserves the right to waive off the notice period in lieu of salary for the said period.

In the event that your employment is terminated by the Company *inter alia* due to an act of negligence that has caused loss, damage or destruction to the Company or

Group's property or where the employment has been terminated due to your riotous or violent conduct or any act involving moral turpitude (including sexual harassment) or in the course of employment the Company shall be entitled to forfeit (in whole or in part) any benefits that may be accruing to you including without limitation gratuity, bonus, increment or other entitlement.

## 5.2 Termination without Notice

Notwithstanding anything contained herein, the Company shall be entitled at any time to terminate your employment for cause with immediate effect and without any payment or compensation whatsoever should:

- (a) you commit any breach or repeat or continue (after warning) any breach of your obligations and/or warranties hereunder;
- (b) you commit any breach or repeat or continue (after warning) any breach of the Company policies, employment handbook, compliance manual(s), guidelines and/or checklists;
- (c) you commit any act or engage in any conduct which would bring yourself or the Company into disrepute, or your disparagement of the Company, the Group, its officers, customers, services, and general business;
- (d) you commit or engage in any serious misconduct, sexual harassment, unreasonable absenteeism or absenteeism without notice or information, misuse of Company property, assets or information, willful disobedience of the Company's lawful orders, willful refusal to perform all or any of your duties, including willful refusal or willful failure to attempt in good faith to follow the written direction of the Board (provided that such written direction is consistent with employee's duty, not illegal or unethical, and made in good faith with the purpose of advancing the interests of the Company), insubordination, or breach of company secrecy;
- (e) you be convicted of crime involving fraud, dishonesty or moral turpitude or any criminal offence other than an offence which in the reasonable opinion of the Board does not affect your position as an employee or director of the Company;
- (f) you do anything or carry out any action or omit to do something in breach of Clause 2.7;
- (g) you commit any breach of a fiduciary duty or trust owed to the Group and the Company;
- (h) your actions result to a serious complaint of conduct which causes the Company to lose its trust in you as an executive of the Company;
- (i) you become of unsound mind;
- (j) you violate the Non-Compete and Non-Solicitation Agreement, and the non-disclosure agreements entered into with the Company or any of its affiliates;
- (k) you make or have a bankruptcy application or petition served on you or make any arrangement or composition with your creditors generally; or
- (l) your work visa, permit or license be revoked or not renewed by the relevant regulatory agency (if applicable).

### 5.3 Obligations Upon Termination

Upon the termination of your employment howsoever arising, you shall:

- (a) deliver to the Company documents (including correspondence lists of clients or customers, notes, memoranda, plans and other documents of whatsoever nature) books, papers, materials and any other property or assets made or compiled by or delivered to you during your employment hereunder and concerning the business, finances or affairs of the Group. For the avoidance of doubt, it is hereby declared that the property and all such documents as aforesaid shall at all times be vested in the Company;
- (b) not at any time thereafter represent yourself as being in any way connected with the business of the Group; and
- (c) immediately and without claim for compensation resign from all positions and offices held in the Group (if any). You irrevocably appoint the Company and its duly authorized officers and agents as your agent and attorney, to act for and on your behalf to sign, execute, verify and file any such documents and to do all other acts to effect such resignation with the same legal force and effect as if executed by you.

### 5.4 Effect of Termination of Your Employment

The expiration or determination of your employment howsoever arising shall not affect such of the provisions hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to either you or the Company in respect of any breach of this letter by the other Party.

## 6. CONFLICTS OF DUTY

You acknowledge and agree that by accepting the terms of your employment, you represent to the Company that your performance will not breach any other agreement to which you are a party and that you have not, and will not during the term of your employment with the Company, enter into any oral or written agreement in conflict with any of the provisions of this letter. You further agree that except as a representative of the Company or with the prior written approval of the Board, you shall not during the term of your employment with the Company whether directly or indirectly, paid or unpaid, and whether during or outside your normal hours of work, be engaged, concerned or interested in any capacity in any other business, trade, profession or occupation (or the setting up of any business, trade, profession or occupation) or be or become an employee, agent, partner or director of any other company or firm or assist or have any financial interest in any other business or profession other than that of the Company, and shall disclose to the Board any like matters relating to your spouse, children, or parents. For this purpose, the term "**occupation**" shall include any public, private or charitable work which the Board considers may hinder or interfere with the performance of your duties.

## 7. NON-COMPETITION AND NON-SOLICITATION

### 7.1 Restriction

You agree that during the period of your employment by the Company, and for a period of 3 months after the termination of such employment ("**Restrictive Period**"), you shall not within the Territory (as defined in Clause 7.5), without the Company's prior written consent (such consent not to be unreasonably withheld):

- (a) be directly or indirectly engaged, concerned or interested in any capacity, whether as director, shareholder, principal, agent, partner, consultant, employee or otherwise in any other business which is wholly or partly in competition with the business carried on by the Company and/or the Group and with which you were involved in the course of your employment for a period of three months before the cessation of your employment ("**Prior Period**");
- (b) accept employment in any capacity with any business concern which is wholly or partly in competition with the business carried on by the Group;
- (c) provide advice to any business concern which is wholly or partly in competition with the business carried on by the Group;
- (d) solicit or entice away or attempt to solicit or entice away from the Group any person, firm, company or organization who shall at any time have been a customer, client, distributor or agent of the Group or in the habit of dealing with the Group and with whom you have had substantial contact for a period of three months before the cessation of your employment; or
- (e) solicit or entice away or attempt to solicit or entice away from the Company any person who is an (i) officer, (ii) manager or (iii) employee holding the position of executive and above of the Group and with whom you had dealings in the course of your employment during the Prior Period, whether or not such person would commit a breach of his contract of employment by reason of leaving the Group.

### 7.2 Permitted Holdings

Nothing in Clause 7.1 shall preclude you from holding (directly or through nominees) investments listed on any recognized stock exchange as long as you do not beneficially hold more than 5% of the issued shares, debentures or other securities of any class of one company and provided that you do not or shall not participate in or be otherwise involved in the management of such company either directly or indirectly.

### 7.3 Consent

You further agree that should you at any time during the Restrictive Period wish to secure the consent of the Company for the purposes of Clause 7.1, you shall, together with your request, also set forth the reasons and any accompanying undertakings that you will abide by as conditions to such consent, as will in your opinion ensure that the Company's legitimate commercial interests and your post-employment fiduciary obligations are not prejudiced.



#### **7.4 Reasonableness**

While the restrictions set out in Clause 7.1 above are considered by the Parties to be reasonable in all the circumstances and no greater than is reasonable and necessary for the protection of the Company and furtherance of its trade and business, it is agreed that if any part of these restrictions or this agreement is declared invalid or unenforceable by a court of competent jurisdiction, it shall not affect the validity or enforceability of the remainder of the restrictions or this agreement, unless the restrictions and / or the agreement so construed fail to meet the essential business purposes of the Parties as manifested herein.

#### **7.5 Territory**

For the purpose of this Clause 7, "**Territory**" shall be interpreted as referring to India and any country where the Company or any member of the Group has a direct presence and with which you were directly or indirectly involved in the course of your employment.

#### **7.6 Notice to New Employer/Consulting Party**

You agree that prior to the commencement of any employment or consulting relationship with any person or entity, you will advise the person or entity of the restrictive covenant terms contained in this agreement. You also agree that the Group may advise any of your new or prospective employers or consulting parties of the existence and terms of this agreement and may furnish the said employer or consulting party with a copy of the relevant provisions of this agreement.

#### **7.7 Survival of Obligations**

Your obligations contained in this Clause 7 shall continue even after the termination of your employment.

### **8. CONFIDENTIALITY**

#### **8.1 Confidential Information**

For the purposes of this Clause 8, "**Confidential Information**" means all information (including all oral and visual information, and all information recorded in writing or electronically, or in any other medium or by any other method) disclosed to, or obtained by you from the Company or a third party acting on the Company's behalf and (without prejudice to the generality of the foregoing) shall include, but shall not be limited to:



- (a) any such information ascertainable by the inspection, analysis or reading of the document or any other medium in which the information is recorded, and whether or not with the assistance of any electronic, mechanical or other devices;
- (b) any such information relating to the Company's business, operations, processes, plans, intentions, product information, know-how, designs, trade secrets, software, market opportunities, customers and business affairs; and
- (c) personal data of individuals (including but not limited to those of colleagues, customers (who are individuals), corporate customers' staff (including personal data provided by corporate customers), corporate suppliers'/partners'/contractors' staff) that you come into or may have come into contact with during the course of your work or employment.

## **8.2 Prohibition**

You shall not, without the prior written consent of the Company:

- (a) use, copy, reproduce or otherwise exploit any Confidential Information; or
- (b) distribute, publish or disclose any Confidential Information to any person, for or in connection with anything other than the business of the Company. You shall not receive any rights by implication or otherwise in any Confidential Information received by you under this letter.

## **8.3 Employee Obligations**

Without prejudice to any other provisions in this letter, you hereby agree and undertake to:

- (a) hold in strictest confidence the Confidential Information;
- (b) not use the Confidential Information for any purpose other than for the purpose of discharging your work for the Company in your capacity as an employee of the Company and always for the benefit of the Company;
- (c) take all steps to prevent any reproduction, duplication and/or copying of the Confidential Information by any person;
- (d) take all steps to ensure that documents and items of work-in-progress (if any) that embody the Confidential Information are kept in secured storage areas;
- (e) surrender and return all or any of the Confidential Information and any notes, memoranda or the like including any copies thereof to the Company on the Company's written demand; and
- (f) acknowledge that the Confidential Information and all rights therein are and shall remain the sole and exclusive property of the Company.



#### **8.4 Information Not Protected**

The protection to be accorded to Confidential Information hereunder does not and shall not extend to any information:

- (a) which can be proved by documentary evidence to be information which is publicly available or which subsequently becomes publicly available other than by or in consequence of any breach of your obligations of confidentiality;
- (b) which can be proved by documentary evidence to be already rightfully known to you at the date of this letter and not acquired directly or indirectly from the Company;
- (c) which can be proved by documentary evidence to be independently developed by you without resort to any Confidential Information;
- (d) which can be proved by documentary evidence as having been given to you by third parties who are not in breach of any obligations of confidentiality or secrecy; or
- (e) which is required to be disclosed by applicable law or order of a court of competent jurisdiction or recognized stock exchange or government department or agency, provided that prior to such disclosure you shall consult with the Company as to the proposed form, nature and purpose of the disclosure.

#### **8.5 Ownership of Materials**

All notes, memoranda, records, correspondence, computer information (such as disks, files, spreadsheets and software), plans, drawings and other documents of whatsoever nature and all copies thereof made or compiled or acquired by you during your employment in relation to the business, finances or affairs of the Company or any other member of the Group and all other property belonging to the Company or any other member of the Group, including but not limited to documents and other records (whether on paper, disc, tape or any electro-magnetic medium or in any other form) (all of the foregoing collectively referred to as "**Company Property**") shall remain the property of the Company or such other or any other member of the Group and shall be delivered by you to the Company (or to such other or any other member of the Group as the case may require) from time to time on demand and in any event forthwith upon your leaving the service of the Company or any other member of the Group.

#### **8.6 Rights and Obligations after Termination**

The rights and obligations under this Clause 8 shall continue in force after termination of your employment with the Company and shall be binding upon your heirs, successors, assigns and representatives.

## 9. INTELLECTUAL PROPERTY

### 9.1 Ownership of Inventions and Innovations

If at any time during your employment, you discover or participate in the making or discovery of any Intellectual Property relating to or capable of being used in the business of the Company, such Intellectual Property shall be the absolute property of the Company and you shall immediately communicate full details of the Intellectual Property to the Company. You shall keep an accurate record of and disclose to the Company all Intellectual Property created during and pursuant to your employment with the Company. At the request and expense of the Company, you shall, whether during or after your term of employment, give and supply all information, data, plans, models drawings and assistance as may be requisite to enable the Company to exploit the Intellectual Property to the best advantage and shall execute all documents and do all things which may be necessary or desirable for obtaining patent, trademark, copyright or other protection for the Intellectual Property in such parts of the world as may be specified by the Company and for vesting the same in the Company or as it may direct. Without prejudice to the generality of the foregoing, you shall assist the Company or its nominee in: (a) any application to secure letters patent, design registrations and other Intellectual Property registrations in any country of the world; and (b) any assignments of the Intellectual Property by the Company to any other party. For the purposes of this Clause, "**Intellectual Property**" includes:

- (a) all inventions, processes, discoveries, designs and improvements, whether or not registrable as designs or patents, including, without limitation, any developments of or improvements to materials, products, processes, methods of production, software, hardware, firmware or technology; and
- (b) all trademarks and the entire copyright throughout the whole world in all literary works, artistic works, and other copyright works.

### 9.2 Appointment of Company as Attorney

You irrevocably appoint the Company to be your attorney in your name and on your behalf to sign, execute or do any such instrument or thing and generally to use your name for the purpose of giving to the Company (or its nominees) the full benefit of the provisions of Clause 9. A certificate in writing in favour of any third party signed by any director or the secretary of the Company that any instrument or act falls within the authority conferred by this Clause 9.2 shall be conclusive evidence that such is the case.

### 9.3 Rights and Obligations after Termination

The rights and obligations under this Clause 9 shall continue in force after termination of your employment with the Company in respect of Intellectual Property made during your employment under this letter and shall be binding upon your heirs, successors, assigns and representatives.

## 10. DATA PROTECTION

### 10.1 Consent

You consent to the Company's and any of its related corporations' reviewing, using, disclosing and/or processing personal data relating to you (including emails or messages sent by you, your roles and responsibilities, job functions, the reasons and circumstances for your cessation of employment, investigations whether internal or external and the outcomes thereof and any other matters which relate to your fitness and propriety whilst under employment at the Company) for legal, personnel, administrative and management purposes, including monitoring and recording any use that you make of the Company's electronic communications systems for the purpose of ensuring that the Company's policies are being complied with and that you have conducted yourself for legitimate business purposes for the Company.

### 10.2 Use of Personal Data

In connection with the consent provided in Clause 10.1, the Company may make available your personal data to any of its related corporations, those who provide products or services to the Company or any of its related corporations (such as advisers and payroll administrators), any regulatory authorities under any applicable laws for any purposes including to comply with laws and regulations relating to reference checks, potential, prospective or future employers, governmental or quasi-governmental organizations and potential investors or purchasers of the Company or the business in which you work.

### 10.3 Employee Obligations in Relation to Personal Data

You shall comply at all times with the relevant Data Protection or Privacy laws where you are located when handling personal data in the course of your employment, including personal data relating to any employee, customer, client, supplier or agent of the Company or the Group. You shall only collect, use, disclose and process personal data of individuals, in full compliance with the relevant Data Protection or Privacy laws and with any policies, compliance manual(s), guidelines and/or checklists issued by the Company relating thereto. In this regard:

- (a) you acknowledge that the Company has and may come out with new policies, processes, documentation and requirements, arising from or related to the applicable Data Protection or Privacy laws within the jurisdictions the Company and the Group operates, that all employees would need to comply with; and
- (b) you agree to extend all assistance and cooperation to the Company that the Company may require in putting in place such new policies, processes, documentation and requirements.

For the purposes of this letter, "**processing**", in relation to personal data, means the carrying out of any operation or set of operations in relation to the personal data, and includes any of the following:

- (a) recording;
- (b) holding;
- (c) organization, adaptation or alteration;
- (d) retrieval;
- (e) combination;
- (f) transmission; or
- (g) erasure or destruction.

## **11. GENERAL**

### **11.1 Notices**

Notices shall be given in writing by email, post, courier or personal delivery addressed, in the case of the Company, to its principal place of business for the time being and, in your case, to you at your last known address. Any such notice, if given by post shall be deemed to have been duly served 48 hours after posting and in proving the same, it shall be sufficient to show that the envelope containing the same was duly addressed, stamped and posted. Any notice given by courier or personal delivery shall be deemed to be duly served at the time of delivery to you. Any notice issued via email shall be deemed to be duly served at the time of delivery to you.

### **11.2 Waiver**

No failure on the part of any Party to exercise and no delay on the part of any Party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this letter preclude any other or further exercise of it.

### **11.3 Counterparts**

This letter may be entered into in any number of counterparts, all of which taken together shall constitute one and the same instrument. Either Party may enter into this letter by signing any such counterpart.

### **11.4 Third Party Rights**

Unless otherwise expressly provided herein, a person who is not a party to this letter has no right to enforce any term of this letter. Notwithstanding the foregoing or any other provision of this letter, the Parties hereto may agree to supplement, vary (including any release or compromise of liability), rescind or terminate this letter without the consent of any third party.

### **11.5 Severability of Terms and Conditions**

The various provisions in this letter are severable and if any provision or identifiable part is held or found to be invalid or otherwise unenforceable, it shall be deemed to be severed from the provision, but the remainder of the provision shall remain in full force and effect.

### **11.6 Entire Agreement**

This letter, the employee handbook (if any) and/or the Company's policies constitute the entire agreement between the Parties with respect to the subject matters hereof and there are no representations, understandings or agreements relative hereto which are not fully expressed herein.

### **11.7 Amendments**

The Company shall have the right to unilaterally:

- (a) amend, add to or vary any of the terms in this letter for the purposes of compliance with applicable laws; or
- (b) make any amendments, additions or variations to this letter which are editorial in nature or for the purposes of reflecting any administrative or policy changes within the Company,

and such amendment, addition or variation shall become fully effective and a binding term of your employment upon notification to you. For the avoidance of doubt, no amendment or variation of your material terms of employment (such as your salary and material employment benefits) shall be effective unless it is made in writing and signed by or on behalf of each of the Parties.

### **11.8 Governing Law**

The terms and conditions set out in this letter shall be governed by and construed in accordance with the laws of India.

### **11.9 Dispute Resolution**

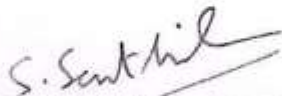
Any dispute, controversy or claim arising out of or relating to this Agreement, or the validity, interpretation, breach or termination thereof ("Disputes"), including claims seeking redress or asserting rights under applicable law, shall be resolved in accordance with the procedures set forth herein.

- (a) Any Dispute will be resolved first through good faith negotiations between the Parties by utilising the Company's internal grievance procedure in accordance with the Company's policies from time to time in force.
- (b) If the good faith negotiations between the Parties fail, then a Party may submit the Disputes for resolution by arbitration before a Sole Arbitrator to be appointed in accordance with the provisions of the Arbitration & Conciliation Act, 1996 (as amended). The seat and venue for arbitration shall be New Delhi. The arbitration shall be conducted in English.

- (c) The prevailing party in any arbitration conducted under this Clause shall be entitled to recover from the other party (as part of the arbitral award or order) its reasonable attorneys' fees and other costs of arbitration.
- (d) The law applicable to the validity of this arbitration provision, the conduct of the arbitration, the challenge to or enforcement of any arbitral award or order
- (e) or any other question of arbitration law or procedure shall be governed exclusively by the Arbitration & Conciliation Act, 1996 (as amended).
- (f) The Parties agree that the courts located in New Delhi shall have exclusive jurisdiction over any action brought to enforce this arbitration provision, and each party irrevocably submits to the jurisdiction of the said courts.

If you agree with the terms and conditions set out in this letter, please signify your acceptance of this offer by signing and returning to us the duplicate copy of the same. Thereafter, unless we agree in writing to alter these arrangements, we will assume that these terms are acceptable to you for this matter.

Yours faithfully,



**Name: S Senthilkumar**  
**Designation: Head – HR & Admin**  
**For and on behalf of AGP CGD India Private Limited**

I hereby confirm that I have read the above letter and agree and accept the terms and conditions set forth therein.

Name: Venishkumar

Date 01 / 07 / 2023



**LARSEN & TOUBRO**

2023

Larsen & Toubro Limited,  
Construction  
Buildings & Factories  
Mount Poonamallee Road,  
Manapakkam, P. B. No. 979,  
Chennai - 600 089, INDIA  
Tel : +91-44-2252 6000, 2252 8000  
Fax : +91-44-2259 7288  
www.Lntecc.com

Ref.: GET 2023-Civil-B&F IC-LT202315715202144

Mr. Vishnukumaran Hariramakrishnan  
Thiagarajar College of Engineering  
Contact No. 8056655734

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

17th June 2023

Dear Sir,

**Sub: Appointment as Graduate Engineer Trainee**

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report for the training and initial orientation program at **Chennai** on **03<sup>rd</sup> July 2023**. Your place of posting and joining formalities will be intimated in due course and a detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents.

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect. In case of any clarification, kindly contact Mr. Vijayaraghavan S / 7550004210 / [vijaysraghavan@lntecc.com](mailto:vijaysraghavan@lntecc.com).

Yours Faithfully,  
for LARSEN & TOUBRO LIMITED

P.S. Chakrabarti

(PARTHASARATHI CHAKRABORTI)  
JGM & HEAD – TALENT ACQUISITION  
BUILDINGS & FACTORIES IC

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA  
Licence No.: CIN - L99999MH1946PLC004768

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Ref.: GET 2023-Civil-B&F IC-LT202315715202144

17th June 2023

Mr. Vishnukumaran Hariramakrishnan  
Thiagarajar College of Engineering  
Contact No. 8056655734

Dear Sir,

**Sub: Appointment as Graduate Engineer Trainee**

With reference to the interview you had with us, we have pleasure in selecting you as **Graduate Engineer Trainee** on the following terms and conditions, subject to:

- (a) Your passing the final Degree Examination in FIRST attempt and
  - (b) Being found medically fit by the Company's Doctor.
1. Your period of training will be for twelve months from the date you report for training.
  2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
  3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY	25210/- P.M	24410 /- P.M
<b>TOTAL</b>	<b>40710/- P.M</b>	<b>39910 /- P.M</b>

You will be eligible for reimbursement of Site Compensatory Allowance when posted at Project Sites as follows: -

Site Compensatory Allowances (P.M)	<b>Project Based</b>
	₹ 3160/-P.M.

A lump sum amount of ₹ 60,000/- will be payable to Graduate Engineer Trainee on successful completion of training period.

You are also eligible to get Leave Travel Assistance ₹ 21,000/- after the completion of eleven months of your training period. Refer Annexure - II

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.



**Mr. Vishnukumaran Hariramakrishnan**

5. **Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly stipend and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. **Medical Benefits:** You will be eligible for medical benefits in accordance with the Company's Scheme for your cadre.
8. **Leave:** During the period of training, you will be entitled to leave as per the leave rules shown in Annexure-I.
9. **Working Hours:** You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.
10. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
11. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following: -
  - (i). Breach of any of the conditions of this agreement;
  - (ii). Any misconduct on your part;
  - (iii). Failure to carry out any of your duties and obligations;
  - (iv). Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
12. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
13. You are to treat the terms of this agreement as confidential.
14. You are to treat the following as strictly confidential
  - Your salary, allowances, benefits, rewards.
  - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

**Mr. Vishnukumaran Hariramakrishnan**

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

15. You will keep us informed of your local contact address whenever there is any change.
16. You will be assigned to work in our **Buildings & Factories IC**.
17. We will be intimating you regarding joining formalities in due course. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
18. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
19. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.
20. **Code of Conduct:** You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure III**.

21. **Disputes & Arbitration:** Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
22. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

**Mr. Vishnukumaran Hariramakrishnan**

23. **Confidentiality Agreement:** As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

24. **Non-disclosure of confidential information and trade secret:** You shall not, except as authorized, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company.

25. **Non-competition restriction:** You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialized. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination/ retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

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Mr. Vishnukumar Hariramakrishnan

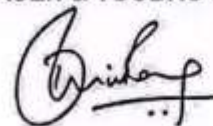
26. **Non-Solicitation and Non-Poaching:** You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company. You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

All communications/notices should be addressed to HR Department, Buildings & Factories IC, L&T Construction, TC 2 Building, 1st Floor, B-Wing, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamil Nadu, India. Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 07 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

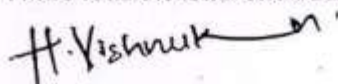
Yours Faithfully,  
for LARSEN & TOUBRO LIMITED



(T. SHIVARAM)  
HEAD – HUMAN RESOURCES  
BUILDINGS & FACTORIES IC

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.

  
(Signature)

date : Jun 19, 2023

Page 5 of 5

**ANNEXURE – I**  
**LARSEN & TOUBRO LIMITED**  
**L&T CONSTRUCTION**  
**Leave Rules for Post Graduate Engineer Trainee / Graduate Engineer /**  
**Architect Trainee /**

**Privilege Leave:**

1. Eligibility : After 11 Months Training
2. Quantum : 23 days per annum
3. PL not availed at the end of the training period will be encashed and cannot be carried over to the Next Year.
4. If for any reason the leave extends beyond the period of training, your training period will be proportionately extended and if the trainee is offered employment with the company, the date of employment will be from the date of training is completed.

**Casual Leave:**

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum
3. Not more than 2 days CL will be allowed to be taken at one time. With holidays/ weekly off days prefixed / suffixed to CL, the total absence should not exceed 5 days.
4. Except in the case of extreme emergency, application for CL shall be made to the appropriate authority and sanction to be obtained prior to availing of leave.

**Sick Leave:**

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum on full stipend
3. The trainee shall produce a medical certificate from Registered Medical Practitioner in support of his sickness.
4. The company has the right to have the trainee examined by the company's Medical officer to ascertain the sickness.
5. SL shall not be combined with CL

If for any reason, the attendance of the trainee falls short of 240 working days per annum his training period will be extended by the period of such shortfall.

**ANNEXURE – II  
L&T CONSTRUCTION**

<b>GET Compensation Structure</b>				
<b>Components</b>	<b>Office Based Posting</b>		<b>Project Site Based Posting</b>	
	<b>(in INR per month)</b>	<b>(in INR per annum)</b>	<b>(in INR per month)</b>	<b>(in INR per annum)</b>
<b>Monthly Components (A)</b>				
Stipend	15,500	1,86,000	15,500	1,86,000
Flexi Pay	25,210	3,02,520	24,410	2,92,920
Site Compensatory Allowance			3,160	37,920
<b>Sub Total (A)</b>	<b>40,710</b>	<b>4,88,520</b>	<b>43,070</b>	<b>5,16,840</b>
<b>Statutory Components (B)</b>				
PF (Employer Contribution)	1,860	22,320	1,860	22,320
<b>Sub Total (B)</b>	<b>1,860</b>	<b>22,320</b>	<b>1,860</b>	<b>22,320</b>
<b>Annual Components (C)</b>				
LTA	1,750	21,000	1,750	21,000
Deferred Retention Pay	5,000	60,000	5,000	60,000
<b>Sub Total (C)</b>	<b>6,750</b>	<b>81,000</b>	<b>6,750</b>	<b>81,000</b>
Medical Insurance and other Benefits	898	10,776	3,148	37,776
<b>Sub Total (D)</b>	<b>898</b>	<b>10,776</b>	<b>3,148</b>	<b>37,776</b>
<b>Total CTC</b>	<b>₹ 50,218</b>	<b>₹ 6,02,616</b>	<b>₹ 54,828</b>	<b>₹ 6,57,936</b>

- LTA: You will be eligible for Leave Travel Assistance (LTA) ₹ 21,000/- after the completion of eleven months of your training period.
- Deferred Retention Pay: On successful completion of your training and confirmation in our services, you will be paid an one-time lump Sum amount of ₹ 60,000/-.
- Leave Encashment: Unconsumed Privilege Leave will be encashed at the end of the training period. However, a maximum of 7 days PL will be allowed to be carried over to the next year.
- You will be provided with shared bachelor accommodation at a subsidized recovery rate of ₹ 100/- per month & to and fro local transport facilities from residence to work location at Project sites. Subsidized mess facilities are also available.
- In the Company's Medical Insurance Scheme, the trainees will be covered for a sum of max. ₹ 2.00 lakhs of Hospitalization expenses during the training. A nominal sum of ₹ 200/- per month will be recovered from the employee as a contribution towards this scheme.
- Contributory Group Term Insurance: All the staff members are covered in the said Group Term Insurance scheme for a sum of ₹ 50.00 Lakhs. A nominal sum of ₹ 437/- per month will be recovered from the employee as a contribution towards this scheme. The contribution towards this scheme is voluntary and optional.
- Tax: Income Tax Liability, if any, will be borne by you.

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

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**LARSEN & TOUBRO LIMITED**

**CODE OF CONDUCT**

**FOR**

**S & E AND COVENANTED  
OFFICERS**

**2020**

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## **I. PREAMBLE**

- L&T is a professionally managed Indian multinational, committed to total customer satisfaction & enhancing stakeholders' value.
- The Company's philosophy on corporate governance is built on a rich legacy of fair & transparent governance & disclosure practices. This includes respect for human values, individual dignity, & adherence to honest, ethical & professional conduct. "L&T-ites" are guided by the vision statement & values mentioned therein for the success & reputation of L&T.

## **II. APPLICABILITY**

This Code of Conduct is applicable to all Supervisory, Executive, Covenanted and equivalent grades of Larsen & Toubro Limited and its group of Companies.

The Board Members, Executive Directors and Senior Managerial Personnel (Senior Officers) will continue to be governed by the Code of Conduct signed by them.

## **III. CODE OF CONDUCT**

### ***i). Honesty, Integrity, Ethics***

All L&T-ites shall act in conformity with professional standards of personal integrity, honesty & ethical conduct, especially when on Company's business, at Company sponsored events, or when representing the Company.

Ethical conduct is one that is free from fraud & deception and includes actual or potential conflicts of interest between personal advantages as against organization's needs and/or values.

### ***ii). Respect for Individuals***

Our success can be achieved only when we treat everyone, both within and outside our Company, with respect. Respect in the workplace, along with individual excellence and collaborative teamwork, is how we will accomplish our goals.

L&T-ites shall treat their colleagues & business associates with dignity & respect, irrespective of caste, creed, gender, religion/region, nationality, appearance or any disability.

Superiors shall encourage their subordinates/colleagues to express their professional views in meetings / discussions, candidly and without fear. Feedback on performance will be provided as far as possible in private. They shall treat them with equity & fairness.

L&T-ites shall not use abusive or offensive language, tone or gesture with their colleagues or business associates. Superiors shall not insult/demean their subordinates.

L&T-ites shall commit to create an environment which is free of any type of sexual harassment & abide by the Policy for Protection of Women's Rights at the Workplace. Every employee shall strive to protect women employees' from any act of sexual harassment.

The Provisions of the relevant law, rules and norms regarding the Sexual Harassment of Women at Workplace have become contextually very relevant in today's time. It is very important for every male employee to exercise diligence in drawing the line with respect to professional interactions with female employees. Maintaining decorum and ensuring that the employee is not exposed to complaints is important, for which it is the responsibility of each male employee to be fully aware of the provisions of the relevant law and repercussions of violations. It is the responsibility of the employee concerned to familiarize himself with the relevant law as applicable.

The details of the relevant law as applicable in India are in the link below

Please click [here](#) for the policy

### **iii). Customer Need and Stakeholder Value**

L&T-ites are passionate about meeting customers' needs and delivering to stakeholders. L&T-ites shall:

- ✓ Demonstrate a passion for understanding and meeting the needs of customers and stakeholders
- ✓ Shall be fair, professional and transparent in its dealings with the customers and stakeholders.
- ✓ Take active responsibility for the quality of service we provide to customers and stakeholders

- ✓ Are open to change and readily implement better ways of doing things
- ✓ Have high performance expectations and a mindset of excellence
- ✓ be innovative in identifying new opportunities and approaches for our customers, stakeholders and ourselves
- ✓ respect customers' right to privacy in relation to their personal data
- ✓ Comply with all data privacy laws that prescribe how to responsibly collect, store, use, share, transfer and dispose of personal information, and strive to comply with those laws everywhere the Company operates.

**iv). Fair Competition and Anti-trust**

Company believes fair and open competition benefits customers, stakeholders, and society as a whole. Company supports the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.

L&T-ites shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors. L&T-ites shall collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

**v). Sharing of Official Information**

L&T-ites shall not divulge or communicate in any manner sensitive/confidential information to third parties, except when authorized to do so for business reasons. Company's Policy Guideline on Designated Spokespersons authorized for communicating to the media in this regard, shall be strictly followed.

L&T-ites shall not speak ill about the organization to any external agency which would tarnish the image of the organization.

Similarly, L&T-ites shall desist from indulging in rumour mongering/loose talks, about the organization that is detrimental to the Company's interest.

Please click [here](#) for the policy

vi). ***Maintaining Confidentiality***

In addition to the above, the employees shall maintain the integrity of internal communications. Care shall be taken to mitigate various risks emanating out of communication such as misrepresentation of facts/ events, leakage of price sensitive information, unfavourable reports on developments in the Company and inconsistent communication at the times of crisis. The contents of all the internal & external communications shall conform to the guidelines of Communication Risk Management Policy issued jointly by the Corporate Brand Management & Communication Department and Corporate Risk Management.

Please click [here](#) for the policy

The employees and personnel of L&T Group may in the course of their employment and engagement, become aware of and possess information of L&T Group or third parties disclosed to the L&T Group that is not generally known. This may include information which if disclosed could jeopardize the interests of the L&T Group.

As an HR process the Company conducts Development Centre (DC) regularly to assess leadership potential. The participants in these centres will be expected to maintain utmost confidentiality with respect to the content, material received in the DC's and conduct themselves with the highest sense of professional ethics.

Hence as per the Confidentiality policy, all the employees have been entrusted with the duty to keep such information strictly confidential and use it only for proper purposes in accordance with the law. This would apply during the course of employment as well as post separation.

Please click [here](#) for the policy

vii). ***Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPSI)***

Every employee will be considered as an 'INSIDER' under the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended in 2018. As an Insider, it is the duty of the employee not to deal in or advocate trade in securities (eg. equity shares / preference shares / derivatives) of the Company when in possession

of any UPSI and till such time the information comes in the public domain.

The onus will be on the employee to demonstrate that he / she was not in possession of UPSI at the time of dealing in securities.

Please click [here](#) for the circular on prevention of insider trading along with the L&T Securities Dealing Code and the SEBI (PIT - Prohibition Of Insider Trading) Regulations.

**viii). Professional Engagement & Public Advocacy**

L&T-ites are encouraged to associate themselves with activities of professional bodies/fora to enrich their knowledge and also help in building organization's image.

The government is an important stakeholder in our business and we therefore engage with it through multiple business forums and trade organisations. We shall engage with the government and regulators in a constructive manner in order to promote good governance. Our senior executives are active members of industry bodies that participate in the development of public policy that addresses issues affecting industry, business, products and customers. However, such engagement should not result in dereliction of duty or in discrediting the organization's image/reputation or abuse of organization's resources.

**ix). Use of Company Assets & Brand Logo**

L&T-ites shall not exploit the organizational resources for one's own personal gain/pecuniary advantage. In discharge of official duties, one shall strive for effective and judicious use of resources entrusted to them. Resources include both tangible assets like equipment and facilities etc. or intangible assets like designs, information, software or network with suppliers/customers, etc.

L&T-ites are entrusted with the duty of using the brand logo without modifying the same. All the employees shall abide by the guidelines for Brand applications/usages including on visiting cards. Deviations from the specific logo templates will not be permitted.

Please click [here](#) for the policy on [Brand Marks](#) and [Use of Brand Marks by External Parties](#)

**x). Intellectual Property**

Company's intellectual property is an invaluable asset that must be protected at all times. L&T-ites shall respect and protect all confidential information and intellectual property of the Company.

L&T-ites shall safeguard the confidentiality of all third party intellectual property and data. L&T-ites shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable company policies or law.

L&T-ites shall promptly report the loss, theft or destruction of any intellectual property and data of the Company or that of any third party.

**xi). Social Media Code of Conduct**

L&T encourages social media interaction (during the employees' personal time) in an individual capacity and we trust our employees to act responsibly adhering to the policies of the company with respect to messages pertaining to the business and/or brand.

L&T-ites are expected to use social media in the best interests of the Company wherever there is any reference to the Company's name, brand or reputation. Social media interaction includes all digital social platforms and online interaction including interaction on platforms such as LinkedIn/ Facebook / Twitter / YouTube / Snapchat / Blogs or Review platforms / Whatsapp.

**1. Responsibility:**

- a) Every employee is responsible for what they post. They have to be aware that social media interactions for or on behalf of the Company (intended or unintended) can have legal repercussions that make the Company liable.
- b) They should not use the L&T logo or trademarks as their display pictures / images
- c) They should not share information about clients, partners, L&T leadership, L&T Businesses and their performance. They should not be involved in Plagiarism or infringement of any copy right, in the context of any reference made about L&T, its business, products or services.
- d) They should avoid anonymous postings

**2. What can be posted on social media:**

- a) Confidentiality of information should be kept in mind. One may share awards/accomplishments pertaining to the

company after they become public information. Personal views and perspectives shared in the form of blogs, articles, stories, narrations any form of postings should have a disclaimer that these views are views of the individual and not of the company

- b) One should not share information on or comment on current or former employees, clients, competitors, vendors or suppliers.
- c) One should not share any content that is protected by a third party's copyright. When sharing content created by someone else, due credit should be given to the creator.
- d) One should not film or photograph internal events and post them to social media unless one has the authorisation from their department head.

3. Tone:

- a) One should be Respectful. L&T does not condone any abuse and trolling on social media.
- b) One should use first person (don't use 'we' or 'us') when sharing opinions. It should be made clear that what is shared or said, is representative of one's personal views and opinions only and are not necessarily the views and opinions of L&T.
- c) One should be proactive and take responsibility in accepting and clarifying controversies (if any) around one's post on social media.

4. L&T reserves the right to monitor, edit, forbid, stop or / and filter comments or discussions about the group or companies, employees, clients and the industry, including products and competitors, posted by any employee on the Internet / in Social Media.

If any content violates the L&T Code of Conduct or the Social Media Policy, or the company's Communication Policy, the Group reserves the right to seek clarification, and if required, ask the employee to delete that content.

The Group Social Media Policy is covered under sections 5.11.49 through 5.11.51 of the Brand Manual.

Please click [here](#) for the policy.

***xii). Use of Information Technology***

L&T-ites shall judiciously use the Information Technology facilities provided to them. They shall conform to the policy on Information Technology.

The increasing usage of E-mails forms a major portion of the network usage. In order to make the best utilization of the resources and to prevent undesirable fallouts resulting from the use of E-mails, users should comply with the Corporate E-mail usage Guidelines. Please see Corporate E-mail usage policy framed for the proper utilization of the facility.

Please click [here](#) for the policy

***xiii). Working Environment & Dress Code Policy***

L&T-ites shall not engage in any activity that is likely to result in disturbing peace & harmony in the workplace or engage in activities that are likely to create tension, bitterness or confusion in the minds of colleagues.

Superiors shall endeavour to create a climate in ensuring the above.

All L&T-ites are expected to follow the dress code policy in order to project a professional image through attire and bearing.

Please click [here](#) for the policy

***xiv). Environment, Health & Safety (EHS)***

Safety is the core component of a Company's responsibility; it is also the foundation of its long-term viability. Company is committed to the safety and health of employees. Company believes that all injuries and occupational illnesses are preventable. Company has a commitment to zero injuries in the workplace.

L&T-ites shall endeavour to create a safe working environment by following the policies and procedures as laid down in the Corporate Environment, Health & Safety Management Systems framework.

Towards this, all the employees shall:

- a) Incorporate EHS considerations in all business decisions
- b) Ensure compliance to statutory and other requirements



- c) Prevent adverse environmental impacts and occupational health and safety risks
- d) Conserve natural resources, minimize waste generation and environmental emissions
- e) Impact structured training for employees and stakeholders for effective EHS performance
- f) Encourage communication, consultation and collaboration with all the stakeholders

L&T-ites shall strive to keep ones' own place and surrounding workplace clean and hygienic.

Please click [here](#) for the policy

**xv). *Respect for Human Rights***

The Company respects human rights everywhere it works and while doing business with others. The Company does not employ children at the workplaces. The Company also does not use forced labour in any form.

**xvi). *Sustainability***

L&T-ites are committed to fulfilling our economic, environmental and social responsibilities while conducting business. All the L&T-ites shall strive to conserve natural resources, and achieve sustainable growth, through a culture of trust and care.

Please click [here](#) for the policy

**xvii). *Corporate HR policy***

People are the most valuable resources that contribute towards realizing the dynamic vision of the Company. Hence in consonance with the HR functions, we shall be relentlessly committing ourselves to:

- a) Acquiring, developing and retaining a pool of high-calibre talent
- b) Enabling and empowering our employees to be creative and innovative
- c) Establishing systems and practices for maintaining transparency, fairness and equality
- d) Creating a culture of continuous learning, competitiveness and excellence through change management
- e) Respecting ethics, values and good governance
- f) Provide equal opportunity for growth & development

Please click [here](#) for the policy

***xviii). Risk Management Framework Including Tax Risk Management Policy***

The employees must comply with all the laws applicable to the Company, adhere to the Risk Management framework and abide by the Internal Control Guidelines including the Tax Risk Management Policy.

Please click here for the policy on:

[Enterprise Risk Management](#)

[Internal Controls](#)

[Risk Management Policy](#)

***xix). Prohibited Items***

Use, sale, purchase or possession of alcohol/narcotic drugs/arms/weapons by L&T-ites at workplace or when on duty, is prohibited. Smoking is allowed only at designated places.

***xx). Anti-Bribery***

L&T-ites should never offer, directly or indirectly, any form of gift, entertainment or anything of value to any government official or commercial partners including customers or their representatives to

- a) Obtain or retain business
- b) Influence business decisions; or
- c) Secure an unfair advantage.

This includes bribes, kickbacks and facilitation payments.

L&T-ites should not accept, directly or indirectly, any form of gift, entertainment or anything of conspicuously high value from existing and potential business partners, vendors or their representatives

This includes bribes, kickbacks and facilitation payments.

Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks for academic sessions, contribution to academic boards etc. will be permitted, as mentioned in 'Gift Policy' below.

***xxi). Gift Policy***

A gift is anything of value and would encompass any gratuitous monetary or non-monetary benefit. It includes tangible items such as cash, precious metals, stones, jewelry, art and any of their equivalents, but also intangible items such as discounts, services, loans, favours, special privileges, advantages, benefits and rights that are not available to the general public. A "gift" also includes meals, entertainment, hospitality, vacations, trips, use of vacation homes, tickets to sporting or music events, outings, vendor familiarization trips and use of recreational facilities.

L&T-ites are prohibited from offering gifts, hospitality and entertainment or anything else of value, which might influence the decisions of counterparties or Officials in connection with the business of the Company.

L&T-ites are also prohibited from accepting any gifts, hospitality and entertainment, or anything else of value, which might influence their own decisions.

Only Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks, etc. will be permitted under this Policy. Such gifts should comply with local laws and customs (including cultural and religious festivals) and should not be prohibited under applicable law and should not include cash or cash equivalents, gold or other precious metals, gems or stones. L&T - ites may also initiate or become part of occasional business meals or celebratory events and entertainment, etc. in such manner that this policy remains unstained.

***xxii). Information Security***

The Information Security Policy sets out the expectations on every employee to safeguard confidential information of the Company and our third parties with the assurance of security, availability, integrity and confidentiality. This policy provides employees with the mandatory directive of safeguarding L&T and its stakeholder's information.

Please click [here](#) for the policy.

*xxiii) And Finally*

All L&T-ites besides being good employees, shall endeavor to contribute towards:

- Development of the Community and Society.
- Supporting National & Humanitarian Causes.

#### **IV. MECHANISM FOR IMPLEMENTATION AND MONITORING**

Approvals / Disclosures under the points mentioned above should be as per the respective policies.

Violations of the Code of Conduct should be reported as per the Reporting Matrix which is annexed and forms an integral part of the Code of Conduct.

As a practice, any violations should be reported to the 1<sup>st</sup> Level Reporting Authority who shall investigate the same and take necessary action. However, if the violation is by the 1<sup>st</sup> Level Reporting Authority itself, then it should be reported to the 2<sup>nd</sup> Level Reporting Authority.

In case the Reporting Authority comes to the conclusion that the violation is of a grave nature, the same shall be reported to the Whistleblower Investigation Committee for further action within a reasonable time frame.

The concerned Reporting Authority will give a summary of the violations reported of the Code of Conduct and the action taken thereon on a monthly basis to the IC HR Head who in turn shall provide the same to Corporate HR.

#### **V. ECOM DISCLOSURE**

Corporate HR Head will provide a summary of the violations reported of the Code of Conduct and the action taken thereon on a quarterly basis

#### **VI. REVIEW & AMENDMENT**

The Code shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective. The ECOM has the right to change/amend the Code as may be expedient taking into account the law for the time being in force.

#### **VII. NON-COMPLIANCE:**

Non-compliance of the provisions of this Code shall be treated as dereliction and an act of misconduct.

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MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS				
SI No	Breach reporting	Reporting Structure		Remarks
		1st Level	2nd Level	
1	Work Place Conduct ( Abusive or offensive language)	DH	CHR	#
2	Reporting of Bribe/ Fraud	WBIC		@
3	Breach of Confidentiality/Intellectual Property - sharing trade secrets and confidential information	WBIC		@
4	Dealing in securities while in possession of UPSI	Company Secretary	ECOM Member	
5	Misuse of Company's Assets	IC HR	CHR	#
6	Breach of information security	DH/IC HR	CHR	#
7	Use of prohibited items like drugs, weapons, etc.	WBIC		@
8	Sexual Harassment	ICC		
SI No	Clarification /Permissions	Authority		
1	Dealing in securities	CS Team		
2	Professional Engagement and Public Advocacy	DH		
3	Company Assets & Brand Logo	CBMC		
4	Social Media Code of Conduct	CBMC/Legal		
5	Information Technology	DH/Corporate IT		
6	Work Environment Dress Code Policy	CHR		
7	Environment, Health & Safety	DH		
DH	Department Head			
WBIC	Whistle Blower Investigation Committee			
ICC	Internal Complaints Committee			
CMBC	Corporate Brand Management & Communications			
CHR	Corporate Human Resources			
#	If not attended to, can be escalated to WBIC			
@	The Complainant has the option to write directly to the Chairperson of the Audit Committee at acc@larsentoubro.com.			

H. Vishnu



## Offer of Employment

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July 24, 2023

QI-HR1063116/2023  
Mr. Shyam Sahayara,  
220, Masilamanipuram,  
Bkpudur, Dindigul-624005

Dear Shyam,

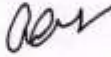
**Congratulations!** After speaking with numerous applicants for this role, we are truly pleased to offer the position to you. Your selection is based on your accomplishments, experience and skills you possess that we value and embrace. We hope that you are equally pleased by this news and eager to get started on your new career at Quest Global, where we work every day to make the impossible possible. Your journey to becoming an integral part of our aspirational team begins today. Welcome!

### 1. Commencement and Duration

- 1.1. Your employment will commence with effect from **August 28, 2023**.
- 1.2. The Employer reserves the right to amend the term of employment should it be deemed necessary. Any such amendment shall be shared / communicated / provided by Employer to you in writing.

### 2. Role Details

- 2.1 You will be appointed as, **Engineer** this role is evaluated at **1D** in the Quest Global' grading structure. In this role you shall report to **Project Leader**.
- 2.2 You will be expected to work from the following **Quest Global Office Bangalore**, however this is subject to change as necessary for this role. You may at any time be required to work at another location on a temporary or permanent basis dependent upon the requirements of the role with as much notice as reasonably possible.

  
**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

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**Quest Global Engineering Services Private Limited**

CIN: U74900KA2014PTC076219

2nd Flr, Primrose-7B, EmbassyTech Village, Sarjapura Marathahalli Outer Ring Road, Devarabeesana Halli Bangalore 560103, Karnataka, India  
Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

Reg. office: AEQUS Special Economic Zone, NO.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum 591245, Karnataka, India

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[quest-global.com](http://quest-global.com)



### 3. Remuneration

- 3.1 You will receive an **Annual Total Gross Salary (TGS) INR 500000 (Rupees Five Lakhs Only)**, taxes as applicable. Details of remuneration are as given in Annexure – I.
- 3.2 Employer will deduct from the total remuneration such amounts as are required to be deducted as source under the Income Tax Act or any other law for the time being in force in India.
- 3.3 You will be paid monthly in arrears by bank transfer to the nominated Bank Account on the last working day/banking day of each month, unless advised otherwise.

### 4. Benefits

- 4.1 *Annual Leave*: You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion.
- 4.2 *Holidays*: You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If placed at a customer site you must follow holidays observed by customer.
- 4.3 *Medical Benefits*: You will be entitled to Medical, Accident & Life insurance coverage as per the Medical Insurance Plan in place, the Plan however can be modified on yearly basis at Employer's discretion. Benefit details are given in Annexure I.

### 5. Work Hours

- 5.1 Your working time shall generally be 47.5 hours per week (Monday through Friday) and the general shift daily working hours are from 9:30 to 19:00 including half hour of lunch break.
- 5.2 You should however be aware that you can be required to work in different shifts as per Quest Global shift policy to such an extent as the position requires.

### 6. Accountability & Ownership

- 6.1 You should perform such duties and conform to such directions and instructions as may be assigned to by the Employer or by such officers who are placed in authority over you. The management will be within its rights to allot any additional jobs within your department or in any other department. Employer expects you to take complete accountability & ownership within the team and the business.

### 7. Transfer

- 7.1 You will be initially posted at Bangalore. However, please be aware that you can be transferred at any time from one role to another, from one department to another, from one location and establishment to

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#### Quest Global Engineering Services Private Limited

CIN: U74900KA2014PTC076219

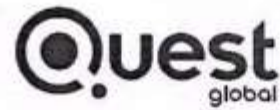
2nd Flr, Primrose-7B, EmbassyTech Village, Sarjapura Marathahalli Outer Ring Road, Devarabeesana Halli Bangalore 560103, Karnataka, India

Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

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another, owned, operated or managed by the Employer, or any of its associated Companies in India or abroad. On such transfer Employment will be governed by the terms and conditions applicable to that role, department, location, and establishment.

## 8. Personal Data

- 8.1 As a part of your employment and for any legitimate purpose associated with employment, Employer will keep and process your personal information including sensitive data. Employer maintains, to the best of its knowledge and belief, appropriate precautions to ensure the security and confidentiality of your personal information.
- 8.2 This data will only be made available to authorised persons within the Employer, parties providing services to the Employer (such as pension, benefits and payroll administrators), regulatory authorities and as required by law. The Employer may, as appropriate, transfer such data to and from any of its associated companies.
- 8.3 You will have the right, with limited exceptions, to access and, if necessary, update the personal information held. To make sure that the records are kept up-to-date and to adhere the local compliance, you should immediately inform the Human Resources in writing of any changes to personal details or circumstances such as contact address, contact number, academics, family and dependents information. Any communication or notice required to be forwarded to you will be made to the address in the official records.

## 9. Transport Service

- 9.1 You can opt for the transportation facility provided by Quest Global based on the availability of seats and the preset standard routes. The cost of transportation will be borne by you, cost details and the routes would be as per the Quest Global Policy.

## 10. Exclusiveness

- 10.1 You will be on an exclusive employment of the Employer and will not engage alone or in company with any other person in any work or business similar to, or directly in conflict with, the interests of the Employer in any manner.

## 11. Termination of Employment

- 11.1 Your association with us is crucial and any separation without notice on your part would cause irreparable damage to the company. During the period of your employment, by giving a written notice of three months or salary (basic salary) in lieu thereof your services may be terminated, by either side. In the

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### Quest Global Engineering Services Private Limited

CIN: U74900KA2014PTC076219

2nd Flr, Primrose-7B, EmbassyTech Village, Sarjapura Marathahalli Outer Ring Road, Devarabeesana Halli Bangalore 560103, Karnataka, India

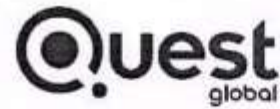
Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

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event you have any incomplete assignment; company will have the discretion to relieve you only at the end of three month notice period. However, at any point of time, your services may be terminated by the Company with immediate effect for any of the terms and conditions is found to be violated and /or for any disciplinary reasons at any time without notice or payment in lieu thereof.

- 11.2 Employer and Employee are obliged to give the notice as a written notification. In conjunction with the termination, you must immediately deliver to the Employer all working material which you have produced while in employment, copies thereof and all other material related to the Employer, which you have in your possession. The same applies to work tools which the Employer has provided to you with, such as cellular phones, laptops etc
- 11.3 Employer has the right to terminate the employment with immediate effect in case of breach of company policy or gross misconduct by you, OR if you are absent from work for 10 or more working days continuously without leave/authorization from the Employer and/or without sufficient reason, it will be presumed that you have voluntarily given up the employment in the company and your name shall be removed from the payrolls / other records of the company from the start date of your absence.

## 12. Superannuation

- 12.1 Unless terminated earlier for any reason, you will retire from the services of the Employer on attaining the superannuation age [58 years], for this purpose the official record of you date of birth available in Employer records will be treated as conclusive proof of your age.

## 13. Dispute

- 13.1 Employer & you have agreed, disputes relating to the employment shall always be settled in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction.

## 14. Conditions on Employment

- 14.1 At all times, you shall be governed by such service conditions of Quest Global, as may be in force from time to time. You will also carry out and abide by any instructions, , Code of Conduct, office orders and policies & processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.
- 14.2 Your continuation in service will also be subject to satisfactory background verification of your credentials, testimonials, etc., and the details given by you in your application form as per the declaration solemnly affirmed by you therein.
- 14.3 Your services shall be terminated without notice if at any time you have been found to have concealed any material information or to have given any false information.

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### Quest Global Engineering Services Private Limited

CIN: U74900KA2014PTC076219

2nd Flr, Primrose-7B,EmbassyTech Village, Sarjapura Marathahalli Outer Ring Road, Devarabeesana Halli Bangalore 560103, Karnataka, India

Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

Reg. office: AEQUS Special Economic Zone, NO.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum 591245, Karnataka, India

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quest-global.com



14.4 You must sign the standard Non-Competition & Non-Disclosure Agreement. Employee(s), whose spouse(s)/partner(s) or immediate family member(s) is/are part of competitor companies, with Quest Global, shall have more obligations to maintain Quest Global information in Confidence since they are privy to some highly sensitive business information that shouldn't be shared with competitors. The employee is obligated to keep Quest Global informed about the company in which his/her spouse/partner/immediate family member (Parents/Siblings/Children) is/are working, when there is prima facie conflict of interest, by writing to HR-Policy@Quest-global.com.

14.5 You must submit the following documents before the date of joining in Quest Global On-boarding portal:

- a) Academic Certificates [Mark Sheets of X, XII, Diploma, Graduation, Post-Graduation]
- b) Passport Photo Copy
- c) Passport Size Latest Photographs (2)
- d) Salary Certificate & Service Certificate from Past employers
- e) Relieving Letter from Last Employer.
- f) ID Proof [Driving License, Passport, PAN Card]
- g) PAN Card & Aadhar card (Mandatory)

**For Quest Global Engineering Services Private Limited.**

**Jagadish Kadagatti**  
**Manager - Talent Acquisition**

I confirm and accept the above terms and conditions.

Name: **Shyam Sahayraj**

Place:

Signature

---

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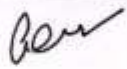
**quest-global.com**



**Annexure - I**  
**Compensation & Benefit Details**

Employee Name : Shyam Sahayaraj

Salary Components	Monthly (INR)	Annual (INR)
(A) Basic Salary (BS)	21008	252100
(B) House Rent Allowance (HRA)	8403	100840
(C) Conveyance Allowance (CA)	0	0
(D) Leave Travel Allowance (LTA)	0	0
(E) Food Coupon	1100	13200
(F) Telephone / Internet Allowance	0	0
(G) Other Allowance	4225	50696
<b>(H) GROSS SALARY(H=A+B+C+D+E+F+G)</b>	<b>34736</b>	<b>416836</b>
(I) Employer Contribution to Provident Fund (PF)	2521	30252
(J) Employer Contribution to Gratuity	1011	12126
<b>(K) RETIREMENT BENEFITS : (K=I+J)</b>	<b>3532</b>	<b>42378</b>
(L) Employer Contribution to Medical Insurance Premium *	673	8076
(M) Bonus / Ex-Gratia	0	0
<b>(N) FIXED GROSS SALARY(FGS):(N= H+K+L+M)</b>	<b>38941</b>	<b>467290</b>
<b>(O) TOTAL VARIABLE PAY (TVP)**</b>		<b>32710</b>
<b>(P) TOTAL GROSS SALARY (TGS) : (P=N+O)</b>	<b>41667</b>	<b>500000</b>
Other Benefits		
(Q) Shift Allowance ***	0	0
<b>(R) TOTAL COST TO COMPANY (TCC) : (R = P+Q)</b>		<b>500000</b>

  
**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**

**Quest Global Engineering Services Private Limited**

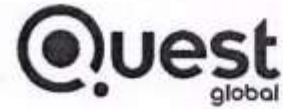
CIN: U74900KA2014PTC076219

2nd Flr, Primrose-7B, Embassy Tech Village, Sarjapura Marathahalli Outer Ring Road, Devarabeesana Halli Bangalore 560103, Karnataka, India

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\*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

\*\*Total Variable Pay includes components aligned to Quest Global performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

\*\*\*Shift/Onsite allowance will be paid as per the applicable policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change.

-Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per Quest Global Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300000**
- Group Personal Accident Insurance cover of **INR 2000000**
- Group Term Life Insurance cover of **INR 2500000**
- Employee Deposit Linked Insurance covers as per statutory requirements.

**Note:** Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

**Declaration:** All aspects of Quest Global policies provided in this document are intended to provide indicative details. The ownership and right for implementation of these policies rests with Quest Global alone. Quest Global reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

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**Quest Global Engineering Services Private Limited**

CIN: U74900KA2014PTC076219

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---

[quest-global.com](http://quest-global.com)



## Annexure

We are excited to welcome you to Quest Global fraternity where a bundle of opportunities are waiting for you.

As you are identified for our elite customer, we wish to inform you that completing Background Verification is a mandatory pre-requisite for us to onboard you at Quest Global.

Listed below are some simple actions which can expedite your joining at Quest Global:

- Check your inbox or spam folder if you have not received any email in your inbox from one of our authorized background screening vendors.
- Login to their portal and follow the guidelines to provide all information & documents, within 1 working day.
- Make sure all information is accurate and up-to-date (Past-employment period, CTC, etc.)
- Do ensure that details filled in the background verification form is matching with the documents submitted, else it is likely that the application for the verification will be rejected.
- Contact details provided for every check should be correct and active (past employer/reference check/address check)
- Inform all the referee's to be prepared for a verification call/email/visit from the BGC vendor.
- If any additional information is required by the screening vendor, please provide the same in 1 working day.
- The offer letter should be accepted in the itracQ tool within seven (7) working days upon receipt of the letter, failing which the offer stands cancelled.

The above mentioned screening process has to be completed within fifteen working days of this offer release, so please begin today. A delay in uploading documents may delay your start date.

Your support in completing the background verification is appreciated. Should you have any questions or need clarification on any points, feel free to reach out to us for assistance. We'd be happy to help. In the meantime, please once again accept our congratulations and a hearty welcome. We look forward to you joining the Quest Global team soon!

---

### Quest Global Engineering Services Private Limited

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quest-global.com

← girija proof.pdf

Open with Google Docs



15:22

4G LTE 62%



Reg:RCI Digital Solutions - Offer  
mail Inbox



Nivithra 5 Jun  
to me



Dear Girija,

**Congratulations from RCI Digital Solutions !**

We are delighted to offer you the position of "Graduate Engineer Trainee".

The total duration of your training as GET will be 12 Months and you will receive a Stipend of Rs.21,000 per month. On completion of training, you would be absorbed as "Engineer – Digital Construction Solution" and your compensation (CTC) shall be Rs 3,36,000 per annum (including bonus and incentives). Other key company policies will be mentioned in the appointment letter, which you will receive on your joining. If you have any queries, please feel free to discuss with me by email or phone.

Looking forward to a long and fruitful association.

Please send your acceptance of the offer by sending a confirmation mail. Also let us know

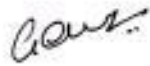


**TO WHOMSOEVER IT MAY CONCERN**

Thiagarajar College of Engineering (TCE) has been associated with M/s Wipro Technologies for the last 15 years. They have been continuously hiring the students for various roles from TCE. For the year 2022-23, M/s Wipro had conducted the recruitment process through online mode from 20<sup>th</sup> Sep 2022 onwards. M/s Wipro conducted two level screening process to select the final 136 students for the "Turbo" position. The final list of students who has been selected is attached herewith for your reference.

We are awaiting to receive the offer letter for the selected students from M/s Wipro. The details of the email communication is attached herewith for your kind perusal.

We request you to kindly consider the emails received from M/s Wipro on 02<sup>nd</sup> October 2023 as the offer letter for the selected students.



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



**Dr.M.PALANINATHA RAJA**  
PRINCIPAL i/c  
THIAGARAJAR COLLEGE OF ENGINEERING  
MADURAI-625 015.

**PREMIER HIRING ||TURBO 2023||**

17 messages

**PRIYA KUMARI** <priya.kumari37@wipro.com>  
To: Placement TCE <placement@tce.edu>

Tue, Sep 20, 2022 at 10:26 AM

Dear Placement team,

Please share the College Address with us where we have to reach and also confirm the **PPT timings 11-12 PM and Assessment timings from 2 PM onwards on 23<sup>rd</sup> September 2022** .

Thanks and Regards ,

Priya Kumari

Campus Recruitment Team

+91 9560603426



"The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com"

Internal to Wipro

**Placement TCE** <placement@tce.edu>  
To: **PRIYA KUMARI** <priya.kumari37@wipro.com>

Tue, Sep 20, 2022 at 4:28 PM

Dear Madam,

Warm wishes from TCE, Madurai. We hereby confirm the timing for Pre Placement Talk as 11 AM on 23 Sep and Test timing on 2.00 PM.

Our College Address is :

Thiagarajar College of Engineering  
Tiruparamkundram  
Near Murugan Temple  
Madurai - 625 015

Alternate Contact Person : Dr NB Balamurugan



Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai - 625 015



Mobile No : 9894346320

Thanks and Regards,

Dr. GK Raajesh, MBA, Ph.D  
Placement Officer  
Thiagarajar College of Engineering  
Madurai

Mobile : 9443388243

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---

**PRIYA KUMARI** <priya.kumari37@wipro.com>  
To: Placement TCE <placement@tce.edu>

Tue, Sep 27, 2022 at 10:59 AM


Dear Placement Team,

PFA the Result of the assessment conducted on 23<sup>rd</sup> September 2022, 2:00 PM IST. Mentioned students have qualified the 1<sup>st</sup> stage and will be contacted for the further steps. We will conduct the Interviews **from 28th September 2022** onwards through **Superset platform**.

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[Quoted text hidden]

---

 **TCE Madurai Assessment Result, Pass candidates.xlsx**  
22K

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**PRIYA KUMARI** <priya.kumari37@wipro.com>  
To: Placement TCE <placement@tce.edu>

Tue, Sep 27, 2022 at 5:06 PM


Dear Placement Team,

PFA list of the candidates who has to take the interview on 28<sup>th</sup> September 2022, from 11:30-2:00PM and 4:30-7:00 PM.

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[Quoted text hidden]

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 **TCE Madurai Interview 28th september .xlsx**  
13K

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

---

**Placement TCE** <placement@tce.edu>  
To: **PRIYA KUMARI** <priya.kumari37@wipro.com>

Wed, Sep 28, 2022 at 8:49 PM

Dear Madam,

Warm wishes from TCE, Madurai. I am attaching herewith the interview status of the students who have scheduled for the interviews today.

We request you to kindly reschedule the interviews for the students who have not completed and also request you to share the tomorrow interview list.


Thanks and Regards,

Dr. GK Raajesh, MBA, Ph.D  
Placement Officer  
Thiagarajar College of Engineering  
Madurai

Mobile : 9443388243

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---

 **TCE Madurai Interview 28th september\_Status.xlsx**  
14K

---

**PRIYA KUMARI** <priya.kumari37@wipro.com>  
To: Placement TCE <placement@tce.edu>

Wed, Sep 28, 2022 at 9:23 PM

Dear Placement Team,

PFA the list of the candidates who will have their interview on 29<sup>th</sup> September2022.

Thanks and Regards ,

Priya Kumari

Campus Recruitment Team

+91 9560603426



---


**From:** Placement TCE <placement@tce.edu>  
**Sent:** 28 September 2022 20:50  
**To:** PRIYA KUMARI <priya.kumari37@wipro.com>  
**Subject:** Re: PREMIER HIRING ||TURBO 2023||

CAUTION:This email is received from an external domain. Open the hyperlink(s) & attachment(s) with caution.

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[Quoted text hidden]

---

 **Interview 29th September.xlsx**  
15K

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

---

**PRIYA KUMARI** <priya.kumari37@wipro.com>  
To: Placement TCE <placement@tce.edu>

Thu, Sep 29, 2022 at 4:56 PM

Dear Placement Team,

PFA list of the candidates who has to take the interview on 30<sup>th</sup> September 2022, from 11:30-2:00PM and 4:30-7:00 PM.

Thanks and Regards ,

Priya Kumari

Campus Recruitment Team

+91 9560603426



---

**From:** Placement TCE <placement@tce.edu>  
**Sent:** 28 September 2022 20:50  
**To:** PRIYA KUMARI <priya.kumari37@wipro.com>  
**Subject:** Re: PREMIER HIRING ||TURBO 2023||


CAUTION: This email is received from an external domain. Open the hyperlink(s) & attachment(s) with caution.

Dear Madam,

[Quoted text hidden]  
[Quoted text hidden]  
[Quoted text hidden]

  
Dr. G.K. Balraj  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

---

 **TCE Madurai Interview 30th Sept 2022.xlsx**  
13K

---

**Placement TCE** <placement@tce.edu>  
**To:** PRIYA KUMARI <priya.kumari37@wipro.com>

Thu, Sep 29, 2022 at 9:49 PM

Dear Madam,

Warm wishes from TCE, Madurai. I am attaching herewith the interview status of the students who have scheduled for the interviews today (29 Sep 2022).

We request you to kindly reschedule the interviews for the students who have not completed.


Thanks and Regards,

Dr. GK Raajesh, MBA, Ph.D  
Placement Officer  
Thiagarajar College of Engineering  
Madurai

Mobile : 9443388243

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---

 **TCE Madurai Interview 29th september\_Status.xlsx**  
17K

---

**PRIYA KUMARI** <priya.kumari37@wipro.com>  
To: Placement TCE <placement@tce.edu>

Fri, Sep 30, 2022 at 8:39 PM


Dear placement team,

PFA the list of Pending candidates as on 30<sup>th</sup> September, 2022.

[Quoted text hidden]

[Quoted text hidden]

---

 **pending Candidates of 30th oct 2022.xlsx**  
11K

---

**Placement TCE** <placement@tce.edu>  
To: PRIYA KUMARI <priya.kumari37@wipro.com>

Fri, Sep 30, 2022 at 9:10 PM

Dear Madam,

Warm wishes from TCE, Madurai. I am attaching herewith the interview status of the students who have scheduled for the interviews today (30 Sep 2022).

As per my list, three more candidates have informed me they have not completed. Can you please recheck them.


Thanks and Regards,

Dr. GK Raajesh, MBA, Ph.D  
Placement Officer  
Thiagarajar College of Engineering  
Madurai

Mobile : 9443388243

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 **TCE Madurai Interview 30th september\_Status.xlsx**  
15K

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

---

**PRIYA KUMARI** <priya.kumari37@wipro.com>  
To: Placement TCE <placement@tce.edu>

Fri, Sep 30, 2022 at 9:44 PM

Dear Placement Team,


20  
10

PFA list of the candidates who has to take the interview on 1<sup>st</sup> October 2022, from 10AM-3PM.

[Quoted text hidden]

[Quoted text hidden]

---

 **TCE Madurai Intervies, 1st october 2022.xlsx**  
13K

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**PRIYA KUMARI** <priya.kumari37@wipro.com>  
To: Placement TCE <placement@tce.edu>

Sun, Oct 2, 2022 at 8:53 PM

Dear Placement Team,


PFA the list of the candidates who are the final selects from Wipro for Wipro Turbo Campus placement 2022-2023.

Thanks and regards,

[Quoted text hidden]

[Quoted text hidden]

---

 **TCE Madurai Final Selects.xlsx**  
24K

---

**Placement TCE** <placement@tce.edu>  
To: "Priya Gautam (iCORE - DOP)" <priya.gautam@wipro.com>

Wed, May 17, 2023 at 2:42 PM

Dear Madam,

Warm wishes from TCE, Madurai. With reference to the discussion, we would be very much thankful if you could kindly update on the status of the LOI for the Turbo Selected Students. As students have completed the course, they are very much anxious to know about their joining details.

Thanks and Regards,

Dr. GK Raajesh, MBA, Ph.D  
Placement Officer  
Thiagarajar College of Engineering  
Madurai

Mobile : 9443388243

[Quoted text hidden]

  
Dr. G.K. Basirah  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

---

**Placement TCE** <placement@tce.edu>  
To: lavanam.amballa@wipro.com  
Cc: naveen.m46@wipro.com, sanjeev.bhalwal@wipro.com

Tue, Sep 12, 2023 at 2:50 PM

Dear Sir,

Warm wishes from TCE, Madurai. With reference to our discussion, we would be very much thankful if you could kindly update on the status of the LOI for the Turbo Selected Students ( The selected students list was shared on 02 October 2022). As students have completed the course in the month of May, they are very much anxious to know about their joining details.

We request your support.

Thanks and Regards,

Dr. GK Raajesh, MBA, Ph.D  
Placement Officer  
Thiagarajar College of Engineering  
Madurai

Mobile : 9443388243

[Quoted text hidden]

**Naveen M** <naveen.m46@wipro.com>  
To: Placement TCE <placement@tce.edu>

Thu, Sep 14, 2023 at 6:23 PM

Dear Dr. GK Raajesh,

Onboarding is demand driven. Currently, I don't have definite timelines to share with you. However, you will certainly hear from us, when onboarding resumes.

Regards,

**Naveen Manjunath**



Global Campus Hiring | Bengaluru

**Wipro Limited**

**Wipro Frontline Manager**

Wipro does not charge any fee at any stage of the recruitment process and has not authorised agencies / partners to collect any fee for recruitment. If you encounter any suspicious mail, advertisements or persons who offer jobs at Wipro, Please do let us know by contacting us on [helpdesk.recruitment@wipro.com](mailto:helpdesk.recruitment@wipro.com)

Internal - General Use

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai - 625 009

**Placement TCE** <placement@tce.edu>  
To: Naveen M <naveen.m46@wipro.com>

Wed, Sep 20, 2023 at 8:36 PM

Dear Sir,

Warm wishes from TCE, Madurai. Thanks for your kind response. We are well aware of the present industry situation and also accept your position on the onboarding process.

We have not received any mail communication other than the selected students' mail. As you know students have passed out from the college, we only request you to kindly share the LOI for the selected students not the onboarding timeline. These will help the students to get confidence and only interested students will wait for the onboarding date. Hope you understand the position of the college and kindly do the needful.

Thanks and Regards,

Dr. GK Raajesh, MBA, Ph.D  
Placement Officer  
Thiagarajar College of Engineering  
Madurai

Mobile : 9443388243

[Quoted text hidden]

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**11 attachments**



image001.gif  
549K

Wipro Frontline Manager

image002.png  
6K



image003.gif  
161K



image001.gif  
549K

A handwritten signature in black ink, appearing to read "Dr. G.K. Raajesh".

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



image003.gif  
161K





image003.gif  
161K



image003.gif  
161K

 image002.png  
6K



image003.gif  
161K



image003.gif  
161K



image003.gif  
161K

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Placement TCE <placement@tce.edu>  
To: lavanam.amballa@wipro.com

Fri, Dec 1, 2023 at 12:32 PM

Dear Sir,

Warm wishes from TCE, Madurai. Can you please update on the progress of LOI for the selected students. We are yet to receive any communication from Mr Naveen. I am threading all the below mail communicated to the team.

Thanks and Regards,

Dr. GK Raajesh, MBA, Ph.D  
Placement Officer  
Thiagarajar College of Engineering  
Madurai

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Mobile : 9443388243  
[Quoted text hidden]

6 attachments



image001.gif  
549K

Wipro Frontline Manager

image002.png  
6K

 image003.gif  
161K

 image001.gif  
549K

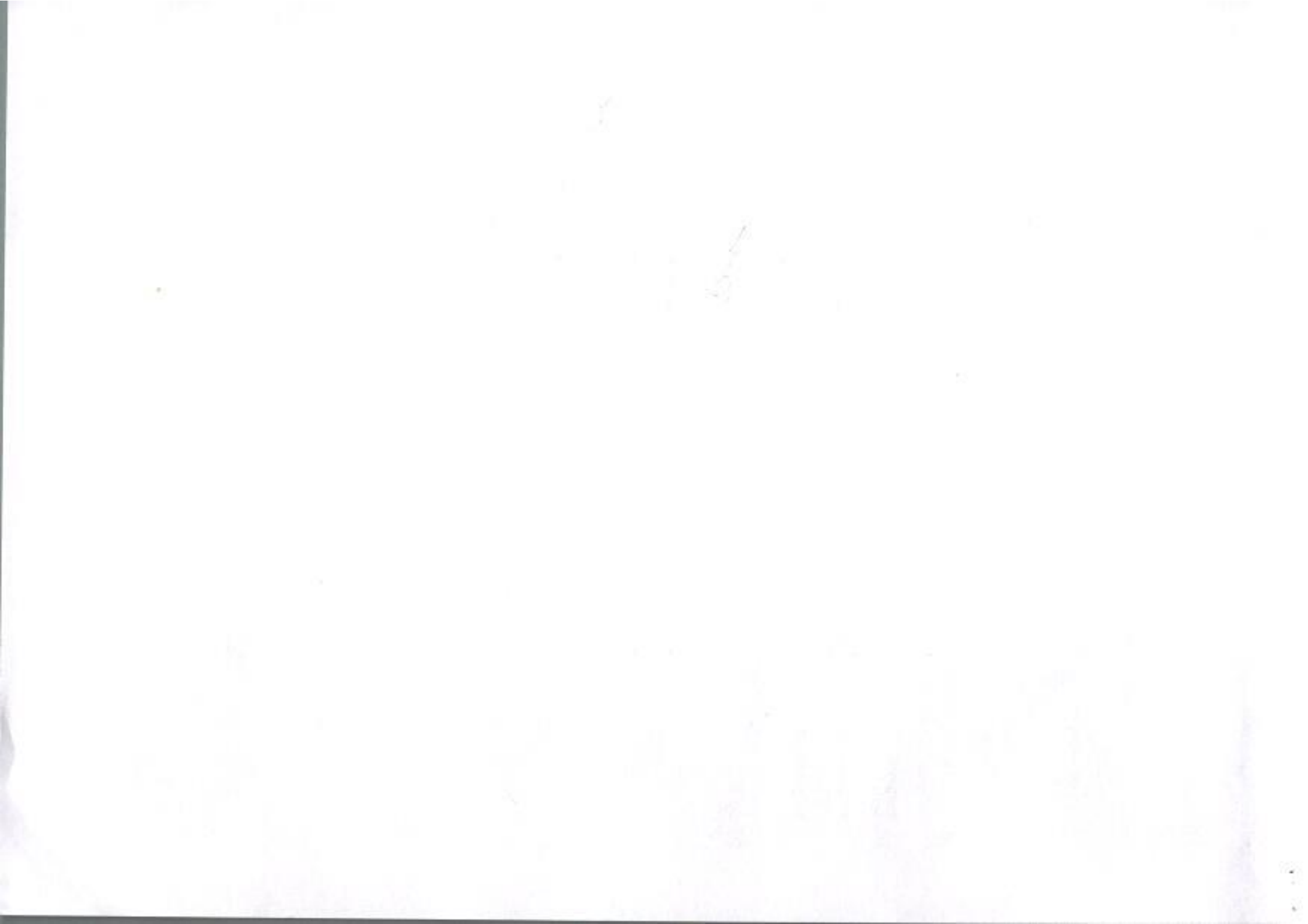
 image003.gif  
161K

Wipro Frontline Manager

image002.png  
6K

A handwritten signature in black ink, appearing to read "Dr. G.K. Rajesh".

Dr. G.K. Rajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 025



# TCE - MADURAI ASSESSMENT RESULT, PASS CANDIDATE

Superset ID	Name	Email Id	Phone Number	College	Student College State	STATUS	Test Status
3394268	Irfana Hasin S	irfanahasin123@gmail.com	9786616207	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3385868	SANIITH N	sanjithn2206@gmail.com	9360471628	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2932219	Somasundari M	somasundarimaharajan@gmail.com	8778021101	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3397118	Baminirathi Mathivanan	baminirathi@gmail.com	9361637728	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3399584	Mukilan T V	mukilantv0612@gmail.com	9597325975	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3386125	ROOBARAJAN T	roobanprithivi@gmail.com	9360608624	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3388261	Preetham Meenaakshi L	preethammeenaakshi@gmail.com	9361317547	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3374507	GUNAL LOGANATHAN	gunal12710@gmail.com	9345886533	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2864659	Vibhisheak L S	vibhisheaksakthi@gmail.com	9965136897	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3399333	Nagarajan Sakthivel	nagarajandvilengineer06@gmail.com	9361928947	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3379896	Karthik Anbazhagan	karthikanbu1208@gmail.com	9361086982	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2885798	DHINESH M N	dhineshmn01@gmail.com	8056943014	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3386455	Harenee B	harenee0312@gmail.com	8825931686	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3385059	RAKESH KUMAR V	rakeshkumarvanchinathan@gmail.com	8610628558	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384536	SARAVANA MURTHI M	saravanamurthi01@gmail.com	6385467150	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384866	VISHWANATH R	vishwanathvishwa0001@gmail.com	9361145100	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3386079	DEVAKUMAR S	devakumarshanmugam@gmail.com	8925353825	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3383325	Shanmugam R	shanmugamramanathan23@gmail.com	9677276289	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3371569	PRAMOTH ALWAR R	pramothalwar@yahoo.com	7200246066	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2939070	Aruna K	arunakumaam@gmail.com	6383566575	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2898369	Sujeetha veni rajl	Sujeetha0409@gmail.com	8870922033	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3388263	DHANASEKARAN S	dhans33200@gmail.com	9597583131	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3387835	SHYLESH R	shyleshramar88@gmail.com	6369685303	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3371608	Vinoth Sankar P	vinothsankarp123@gmail.com	9150418188	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3385861	Mohan Ram S	mohanraam1762002@gmail.com	8012831283	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3400354	RAGUL SHANKAR S	ragulshankar81@gmail.com	6381861695	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3356697	Vishnu Bahavath S A	vishnubhavath@gmail.com	9443325616	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2881620	GURUPRASAD M	mguru2401@gmail.com	7305589790	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2913791	Mohamed Asiq Rahman S	asiqrahman.mohd@gmail.com	9976873343	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2914784	RAJASHRUTHI MOHANDOSS	indianshruthi@gmail.com	7339040327	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3386610	HARI VAMSHAN M G	harivamshangandhian@gmail.com	9843587253	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3362166	Senthil Kumar S	senthikumarvt@gmail.com	9361231757	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3379715	Nitin Vinayak	thatnitinvinayak@gmail.com	9655591277	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2919240	HARIHARAN J R	hariharanjayakumar28@gmail.com	6383277511	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2875799	SURIYA B	suriyamanian020@gmail.com	7092781535	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2917136	Nishok Rajaram	nishokrajaram8@gmail.com	6382806244	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2881133	Lakshmana Rajkumar M	lakshman21501@gmail.com	6381678415	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2943244	Imrankhan	imrankhaneng03@gmail.com	9566785442	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2935226	Aswin Ravikumar	aswinravikumar01@gmail.com	9626667935	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3375557	VIBBIN K	vbibbinvbibbin@gmail.com	8925182025	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2939087	NAGANATHAN M	naganathanece@gmail.com	7339191071	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2931825	Gokulrajaram A	tcogokul@gmail.com	9025938745	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2941300	MEIYAPPAN A	meiyappanambu@gmail.com	6383744250	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2919436	Gopi Sankar M	mgopisankar2000@gmail.com	9344150646	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
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3383798	K M Tharun	tharunmurugesank@gmail.com	9952369188	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
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2876745	SANJAI P	iamsanjai06@gmail.com	9500298479	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3360677	NIVAS P M	nivasmari963@gmail.com	9361193473	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384053	Manojkumar M	manojkumarm1310@gmail.com	9597924004	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2930520	Venkata subrahmanya Dharanidhar Vemana	dharanidharvvs@gmail.com	7702576009	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3372964	Ayisha Bhahima A	ayishabhahima@gmail.com	9150349221	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3381080	Devadharshini C	devadharshinic937@gmail.com	8248181248	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3394147	Rajabradaban VE KA	rajabradabankalyanasundaram@gmail.com	6385205697	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384347	Abinaya S	abinayasenthil2021@gmail.com	9841046949	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2852074	K Srivishali	ammuvishali02@gmail.com	9087537510	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3396163	Siva Ranjani K	ersvaranjanik@gmail.com	9843099839	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2934341	Mohamed Shahin S	mohamedshahin1202@gmail.com	9443133099	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2861142	Priyadarshini Manikandan	priyadarshini19112001@gmail.com	6383997329	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3362141	MANOJKUMAR M	manojkumarmechbe@gmail.com	8270680799	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3383127	GIRINATH SUBRAMANI	iamgirinath@gmail.com	9952404819	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384388	Kamalesh J	kamaleshjeyasankar2001@gmail.com	9751971336	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2933530	LINGESHWARAN K	lingeshwaran.lg@gmail.com	6385511418	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2851619	Seeman Chaikkaravarthy V	seemantce@gmail.com	9150279971	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2933466	Pavithra J	pavithra27raj@gmail.com	8903986165	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2877974	RITHANI R	rithaniramesh1234@gmail.com	9361193151	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3353016	LEELAVINOTHAN C	lvinothan81@gmail.com	8778558139	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3373718	ASHOK KUMAR CHINNAITHEVAR VELLAISWAMY	ashokcv1616@gmail.com	9500761618	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3383252	Madhubala D V	dmadhubala@gmail.com	6369385479	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2934832	ABHIRAMI S	sabhirami195@gmail.com	9123509891	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3362306	Hari Keshavan T	hanikeshavant@gmail.com	8608446298	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3360115	Shyam Kumar Rajkumar	rskshyam4@gmail.com	9751359093	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2875250	Velmurugan M	velittce@gmail.com	6379457490	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3373782	Surya S	suryanive12@gmail.com	9626241632	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384734	SANJAY M	sanjaymuruganantham859@gmail.com	8524878683	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2851998	LAILA B G	bglaia12@gmail.com	6382717496	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3360800	KISHORE KUMAR I	kishore.lakshman0109@gmail.com	8754286306	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3370312	Radha Krishnan K	radhakrishnankannan1110@gmail.com	8903248902	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384374	Ilamathi darumarajan	ilamathidarumarajan@gmail.com	7339255226	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2887466	Mani Bharathi R	lrsmani196@gmail.com	9486423050	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2852021	R KEERTHANA	keerthuramesh2002@gmail.com	9489543119	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3385267	SAMBATH N	sambathnaga5@gmail.com	9894635889	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3385798	NANDHA KUMAR G	nandiv414@gmail.com	8464877895	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2852022	PRIJITHA S	prijithas2002@gmail.com	9488569824	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3364554	Ram Prakash T	trrramprakash@gmail.com	9489675214	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3372197	KISHOR KRISHNAN GS	kishorkrishnangs@gmail.com	8778256197	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2878863	KANISHMITHRAN J	kanishmithran21@gmail.com	7373684747	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2931627	Muthu Veni V	muthuvenivaradharajan@gmail.com	7708973361	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3386629	Ashok K G	kgashok06@gmail.com	8124567286	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass

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2938460	Srividhyalakshmi R	vidhyaravi007@gmail.com	9486551476	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2935084	PRADEEPA H	pradeepahk15@gmail.com	6383990855	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3385544	LOKKESWARAN S	lokkeswaran@gmail.com	9361233248	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3370490	MOHANPRASATH V	tirupathimohan8@gmail.com	7904694878	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2928248	Madhumitha V	madhumithavenkatesan71@gmail.com	9360092326	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384883	Senthilkumar C	senthilkumar2001@gmail.com	9751402125	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2939757	Kalidoss M	murugankali37@gmail.com	7708947425	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3386727	MAHESHWARAN GNANASAMBANTHAN	gnmaheshwaran@gmail.com	7358838751	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384976	VINOBALINI RAMESH	vinthalisa7@gmail.com	9344826829	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2936250	Santhosh S	santhoshsankar127@gmail.com	9047902774	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3396246	Swetha	swethanagalingam19@gmail.com	9489042844	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2929217	Vijayalakshmi R	rvijirajesh06@gmail.com	9626763676	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3396699	LOGESHWARAN ASHOKKUMAR	alogeshwaran8@gmail.com	9940926733	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3371059	VIGNESH KUMAR S	svigneshkumar47@gmail.com	9080499296	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2864095	SINDUJA P	psinduja2002@gmail.com	9361133779	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2864047	DHEKSHAA E	dhekshaee@gmail.com	9025949603	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2864057	RAGHAVI PREETI A J	raghavipreetia@gmail.com	8925725648	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2887661	MERRYL MEKANA P	merrylmekanap@gmail.com	9150742137	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3390132	MOHAMED MUZAMMIL M	muzammilmocx@gmail.com	9488338159	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2935868	P.G.GOKILA	gokilaganesan23@gmail.com	9894223871	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3379872	Prathaban M	prathaban.rajalakshmi@gmail.com	9789590770	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3380076	Vishnuraj R M	vishnurajmahendran64@gmail.com	9566145373	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3382389	Anbarasan Ravindran	anbarasanjeya@gmail.com	8973961139	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3376431	Nikhil Gupta	mahajannikhil319@gmail.com	6005570572	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384473	NAVIN KUMAR G	gnavin7kumar@gmail.com	7092567183	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2939961	Ruthra Devi A	ruthradevi1810@gmail.com	9361303737	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
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3385784	Dhana Sekaran Veerapandi	dhanaregins@gmail.com	9489941541	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3383964	Buvana Sri N	buvanasrin1210@gmail.com	9361405922	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3360788	Yogarajan K	yogarajan.k14@gmail.com	6385737990	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2942908	ARIKARASHRI KANNAN	arikarashri2001@gmail.com	8610663072	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3383709	Harishma Poun Pandian	harishmapandian@gmail.com	9361352456	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2873865	Jayshree V	jayshreevenkat6@gmail.com	9361093467	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2917609	RUBIKA J V	rubikajayvee@gmail.com	8883046053	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3383071	Ashwin N S	ashwinns2000@gmail.com	7639628688	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384332	Anjana T S	anjana09062001@gmail.com	6379312871	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3383722	R S SAKTHI GANESH	sak14gan@gmail.com	9080325090	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2938904	AKASH BALU	akash181840@gmail.com	9361119527	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2875788	Shruti S	shrutisaravanan1@gmail.com	8610505460	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3376243	Suriya K P	suriykp24@gmail.com	9360332844	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3383324	Thamaraiselvi R	thamarairathinam2002@gmail.com	9360840256	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3395090	Srivathsan D V	dsvathsan@gmail.com	9486015250	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2862477	YOGESHWARAN	yogeshwaranankumar2001@gmail.com	9361363573	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3383888	Vishnu Ram	vishnuram55555@gmail.com	7867072701	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
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3385493	SARAVANAPRAKASH S	saravanaprakash2242002@gmail.com	6383141376	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2942897	NITHISH KUMAR M	nithishkma@gmail.com	7305119549	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2932405	P.RANJITH KUMAR	ranjithkumarp@student.tce.edu	7094712064	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3360725	Adarsh T S	tsadarsh123@gmail.com	8883822005	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2936935	Vasanthakumar M	vasanthvk572002@gmail.com	6382459532	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3385166	GOPIKA G S	gopikags19022002@gmail.com	9361168307	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3385129	MITHUL KANNAN K R	mithulkannanramraj@gmail.com	9360733664	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2937219	MANOJKUMAR S	manojkumar3015mk@gmail.com	6374816837	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3385701	Dhanusri Chinnamuthu	dhanusrichinnamuthu@gmail.com	9361096505	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384990	JANASIVAGURU AC	janasivaguruacg09@gmail.com	7010706405	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2939889	MOHAMED FARUK K	mohamedfaruk267@gmail.com	9500432648	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3382198	balaram s	balaram342002@gmail.com	6381935326	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3771279	Tanishq E	tanishqelango10@gmail.com	9047555456	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3371542	NANTHA KUMAR P	nantha007vip@gmail.com	9361509791	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2877871	Gopinath E	gopinathe12@gmail.com	6382554644	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384160	Shivanika Subramanian	shivanika001@gmail.com	9361552288	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3371613	SRI RAKESH V	srir25644@gmail.com	9585011577	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3373562	ASHIN GLADS MON V	aashinmechon@gmail.com	7810042209	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3363171	HARI PRASATH R	hariprasathramalingam@gmail.com	9080019653	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384777	Sneha Senthilkumar	snehasenthilkumar01@gmail.com	9361146813	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3385467	Dhevakar M	dhevakardheva@gmail.com	7904931171	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2931944	Shanmuham Saravanan	shanmuhamece@gmail.com	9442911348	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384403	Vasanth S	vasanth1922000@gmail.com	9080795798	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384408	Chinna Rengamani S	sringa1812@gmail.com	8754324209	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3384412	Hemanth Kanth Ramesh	hemanth_kanth_r@gmail.com	7871467348	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3361744	Esakkiappan M	esakkiappanmariappan@gmail.com	8508820453	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2940121	AATHISHWARAN D	aathishtce@gmail.com	6382558879	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3382776	MOHAMED NIYAS AHAMED J	mohamedniyasahamedmech124@gmail.com	8344266786	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3387090	Singaram Ramasamy	sing40kanna@gmail.com	9585494468	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2902636	Takhelmayum Paikhomba	takhelmayumpaikhomba@gmail.com	7005211944	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3385025	Soundharya Bharani Poomalai	soundharyabharani@gmail.com	6379142438	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3382933	ROBIN A	arobin19092001@gmail.com	9361656618	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
2884924	Lokesh V S	vslokesh10@gmail.com	9944065421	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass
3364693	Yoga Varshan Aandi Raja	yogavarshan.a.r@gmail.com	9486161618	Thiagarajar College of Engineering, Madurai	Tamil Nadu	Scheduled on 23rd Sep - 2 PM	Pass

  
 Dr. G.K. Raajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
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TCE MADURAI - FINAL SELECTS

Supersot ID	Student Name	Email	College	Job Profile	Application Status	Decision
3399333	Nagarajan Sakthivel	nagarajancivilengineer05@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2935226	Aswin Ravikumar	aswinravikumar01@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2919436	Gopi Sankar M	mgopisankar2000@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384347	Abinaya S	abinayasenthil2021@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3383325	Shanmugam R	shanmugamramanathan23@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3383798	K M Tharun	tharunmurugesank@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2881133	Lakshmana Rajkumar M	lakshman21501@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3388263	DHANASEKARAN S	dhans33200@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3388261	Preetham Meenaakshi L	preethammeenaakshi@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2875635	MADHUMITHA P R	madhumithapr2001@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2931825	Gokulrajaram A	teegokul@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2919240	HARIHARAN J R	hanharanjayakumar28@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3371608	Vinoth Sankar P	vinothsankarp123@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3386079	DEVAKUMAR S	devakumarshanmugam@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2930520	Venkata subrahmanya Dharanidhar Vemana	dharanidharvvs@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2881620	GURUPRASAD M	mguru2401@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3385267	SAMBATH N	sambathnaga5@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2935084	PRADEEPA H	pradeepahk15@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3371059	VIGNESH KUMAR S	svigneshkumar47@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2864047	DHEKSHAA E	dhekshaee@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384374	Ilamathi darumarajan	ilamathidarumarajan@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2887466	Mani Bharathi R	lrsmeni196@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2931627	Muthu Veni V	muthuvenivaradharajan@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3390132	MOHAMED MUZAMMIL M	muzammilmocx@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3353016	LEELAVINOTHAN C	lvinothan81@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3385784	Dhana Sekaran Veerapandi	dhanaregins@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2942908	ARIKARASHRI KANNAN	arikarashri2001@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2934832	ABHIRAMI S	sabhirami195@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2852022	PRIJITHA S	prijithas2002@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2852021	R KEERTHANA	keerthuramesh2002@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3395090	Srivathsan D V	dsvathsan@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2878863	KANISHMITHRAN J	kanishmithran21@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3373718	ASHOK KUMAR CHINNAITHEVAR VELLAIWAMY	ashokcv1616@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2862477	YOGESHWARAN	yogeshwarankumar2001@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384473	NAVIN KUMAR G	gnavin7kumar@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3383071	Ashwin N S	ashwinns2000@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3383709	Harishma Poun Pandian	harishmapandian@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3383324	Thamaraiselvi R	thamarairathinam2002@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3383964	Buvana Sri N	buvanasrin1210@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3362306	Hari Keshavan T	harikeshavant@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2938904	AKASH BALU	akash181840@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2851998	LAILA B G	bglaila12@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3379086	RAJARAJESVARRI G	rajarajesvarri@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384332	Anjana T S	anjana09062001@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3360115	Shyam Kumar Rajkumar	rskskyam4@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED

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Madurai-625 015

2917609	RUBIKA J V	rubikajayvee@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3382389	Anbarasan Ravindran	anbarasanjeaya@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2928248	Madhumitha V	madhumithavenkatesan71@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384943	ANNAMALAI RAMANATHAN	rmannamalai2001@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3380076	Vishnuraj R M	vishnurajmahendran64@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3383127	GIRINATH SUBRAMANI	iamgirinath@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3396699	LOGESHWARAN ASHOKKUMAR	alogeshwaran8@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2864095	SINDUJA P	psinduja2002@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3385798	NANDHA KUMAR G	nandiv414@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2933466	Pavithra J	pavithra27raj@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384554	Ram Prakash T	trramprakash@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3385544	LOKESWARAN S	lokkeswaran@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3380677	NIVAS P M	nivasmani963@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3385129	MITHUL KANNAN K R	mithulkannanramraj@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3371542	NANTHA KUMAR P	nantha007vip@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3382933	ROBIN A	arobin19092001@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3356697	Vishnu Bahavath S A	vishnubahavath@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2937219	MANOJKUMAR S	manojkumar3015mk@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3771279	Tanishq E	tanishqelango10@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2902636	Takhelmayum Paikhomba	takhelmayumpaikhomba@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2852074	K Sriyishali	ammuvishali02@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3385467	Dhevakar M	dhevakardheva@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2936935	Vasanthakumar M	vasanthvk572002@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3382776	MOHAMED NIYAS AHAMED J	mohamedniasahamedmech124@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3372799	Shanmugapriyadarshini Nagarajan	priyanagarajan306@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3363171	HARI PRASATH R	hariprasathramalingam@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2913791	Mohamed Asiq Rahman S	asiqrahman.mohd@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384160	Shivanika Subramanian	shivanika001@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3385701	Dhanusri Chinnamuthu	dhanusrichinnamuthu@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2939889	MOHAMED FARUK K	mohamedfaruk267@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384403	Vasanth S	vasanth1922000@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3387090	Singaram Ramasamy	sing40kanna@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2876745	SANJAI P	iamsanjai06@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3361744	Esakkiappan M	esakkiappanmariappan@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3360725	Adarsh T S	tsadarsh123@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384408	Chinna Rengamani S	srirenga1812@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2898369	Sujeetha veni raji	Sujeetha0409@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3371613	SRI RAKESH V	sri25644@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384412	Hemanth Kanth Ramesh	hemanth.kanth.r@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3385025	Soundharya Bharani Poomalai	soundharyabharani@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2940121	AATHISHWARAN D	aathishice@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384777	Sneha Senthikumar	snehasenthikumar01@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3385166	GOPIKA G S	gopikags19022002@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3371569	PRAMOTH ALWAR R	pramothalwar@yahoo.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2851619	Seeman Chakkaravarthy V	seemantce@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3379896	Karthik Anbazhagan	karthikanbu1208@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED

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2935868	P.G.GOKILA	gokilaganesan23@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384866	VISHWANATH R	vishwanathvishwa0001@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3399584	Mukilan T V	mukilantv0612@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2939961	Ruthra Devi A	ruthradevi1810@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2936250	Santhosh S	santhoshsankar127@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3372197	KISHOR KRISHNAN GS	kishorkrishnangs@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3383722	R S SAKTHI GANESH	sak14gan@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3376431	Nikhil Gupta	mahajannikhil319@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384976	VINOBALINI RAMESH	vinthalisa7@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3396246	Swetha	swethanagalingam19@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2875788	Shruti S	shrutisaravanan1@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3360788	Yogarajan K	yogarajan.k14@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384990	JANASIVAGURU AC	janasivaguruacg09@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3386629	Ashok K G	kgashok06@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2864659	Vibhisheak L S	vibhisheaksakthi@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2917136	Nishok Rajaram	nishokrajaram8@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2877974	RITHANI R	rithaniramesh1234@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3364493	RISHI CHESH V	rishicheshv@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3386125	ROOBARAJAN T	roobanprithivi@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3385868	SANJITH N	sanjithn2206@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3376243	Suriya K P	suriyakp24@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3386610	HARI VAMSHAN M G	harivamshangandhian@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2931944	Shanmuham Saravanan	shanmuhamce@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3362166	Senthil Kumar S	senthilkumarkvt@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384053	Manojkumar M	manojkumarm1310@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3370490	MOHANPRASATH V	tirupathimohan8@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3394147	Rajabradaban VE KA	rajabradabankalyanasundaram@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3385059	RAKESH KUMAR V	rakeshkumarvanchinathan@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2941300	MEIYAPPAN A	meiyappananbu@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3383888	Vishnu Ram	vishnuram555555@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2939087	NAGANATHAN M	naganathanece@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3386455	Harenee B	harenee0312@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3373782	Surya S	suryanive12@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3364693	Yoga Varshan Aandi Raja	yogavarshan.a.r@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2934341	Mohamed Shahin S	mohamedshahin1202@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384536	SARAVANA MURTHI M	saravanamurthi01@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2929217	Vijayalakshmi R	rvijirajesh06@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3396163	Siva Ranjani K	ersivaranjanik@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2938460	Srividhyalakshmi R	vidhyaravi007@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2933336	C HARSHAVARDHINI	harshavardhinics@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3384388	Kamalesh J	kamaleshjeyasankar2001@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3370312	Radha Krishnan K	radhakrishnankannan1110@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
2861142	Priyadarshini Manikandan	priyadarshini19112001@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED
3383252	Madhubala D V	dvmadhubala@gmail.com	Thiagarajar College of Engineering, Madurai	Turbo (On Campus)	SHORTLISTED	SHORTLISTED

Dr. G. K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



19-Apr-2023

Dear **S.Jovita Angela Christy**,  
B.Tech/B.E., Civil Engineering  
Thiagarajar College of Engineering, Madurai

*Cur*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Candidate ID – 14958277**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focus primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

## 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

## 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

## 3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.**



Maya Sreekumar

**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**

## Compensation and Benefits

*Dr. G.K. Raajesh*  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai - 625 014  
 Programmer Analyst  
 Trainee

Name: S. Jovita Angela Christy

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</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
- 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

**Leave & Vacation:**

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

## **Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

## **Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **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.



19-Apr-2023

Dear N. Suganesh,  
B.Tech/B.E., Civil Engineering  
Thiagarajar College of Engineering, Madurai

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID – 14958273

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focus primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.



### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

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a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.**



Maya Sreekumar

**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**

Compensation and Benefits

Name: N.Suganesh

Designation: Programmer Analyst  
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
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<b>Annual Gross Compensation</b>			<b>359,988</b>
Incentive Indication (per annum)**			22,500
<b>Annual Total Compensation</b>			<b>382,488</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
<b>Annual Total Remuneration</b>			<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

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19-Apr-2023

Dear M.SenthilMurugan,  
B.Tech/B.E., Civil Engineering  
Thiagarajar College of Engineering, Madurai

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID – 14958287

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Please note:

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Yours sincerely,

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



Maya Sreekumar

**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**

*Dr. G.K. Raajesh*  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

## Compensation and Benefits

Name: M.SenthilMurugan

Designation: Programmer Analyst  
Trainee

Sl. No.	Description	Monthly	Yearly
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- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **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.



19-Apr-2023

Dear R.Shylesh,  
B.Tech/B.E., Civil Engineering  
Thiagarajar College of Engineering, Madurai

*Dr. G.K. Raajesh*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID – 14958207

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focus primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.



## 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

## 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

## 3.3 GenC Training Post joining:

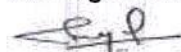
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.**



Maya Sreekumar

**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**

## Compensation and Benefits

*Dr. G.K. Raajesh*  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

Name: R. Shylesh

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
<b>Annual Gross Compensation</b>			<b>359,988</b>
Incentive Indication (per annum)**			22,500
<b>Annual Total Compensation</b>			<b>382,488</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
<b>Annual Total Remuneration</b>			<b>401,988</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
- 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

**Leave & Vacation:**

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

## **Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

## **Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **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

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**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.



19-Apr-2023

Dear T.Dhanaseel Sridhar,  
B.Tech/B.E., Civil Engineering  
Thiagarajar College of Engineering, Madurai

*cur*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Candidate ID – 14958285

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

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This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

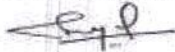
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.**



Maya Sreekumar

**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

## Compensation and Benefits

Name: T.Dhanaseel Sridhar

Designation: Programmer Analyst  
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
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	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

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- Floating Medical Insurance Coverage
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**Leave & Vacation:**

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Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
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- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

## **Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

## **Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

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19-Apr-2023

Dear V.Palaniyappan  
B.Tech/B.E., Civil Engineering  
Thiagarajar College of Engineering, Madurai

*Ces*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Candidate ID – 14958289**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focus primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.



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a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

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a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

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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.**



Maya Sreekumar

**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



## **Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
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## **Employees State Insurance:**

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19-Apr-2023

**Dear M.Kousalya**  
B.Tech/B.E., Civil Engineering  
Thiagarajar College of Engineering, Madurai

*Dr. G.K. Raajesh*  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Candidate ID – 14958295**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. 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.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. 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.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focus primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

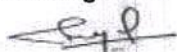
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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.**



Maya Sreekumar

**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**

## Compensation and Benefits

*Cur*  
 Dr. G.K. Raajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

Name: M.Kousalya

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
<b>Annual Gross Compensation</b>			<b>359,988</b>
Incentive Indication (per annum)**			22,500
<b>Annual Total Compensation</b>			<b>382,488</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
<b>Annual Total Remuneration</b>			<b>401,988</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
- 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

**Leave & Vacation:**

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

## **Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

## **Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **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 prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **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.