

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



M.E Environmental Engineering Placement Details for the Academic Year 2022 - 2023

S1. No.	Reg. No.	Name of the Student	Department	Name of the Company	Annual CTC	Offer Letter Link
1	21EN017	Thirupurasundari	Environmental Engineering	Team Lease	3,30,000	Offer Letter
2	21EN013	Pavatharrini P	Environmental Engineering	Sethu Institute of Technology	2,59,200	Offer Letter
3	21EN008	Diwagar R S	Environmental Engineering	Voyants Solutions Private Limited	3,00,000	Offer Letter
4	21EN007	Bijinaya B	Environmental Engineering	HL Mando Anand India Private Limited	3,30,000	Offer Letter
5	21EN001	Abihail Japhia G	Environmental Engineering	TCS	3,53,578	Offer Letter
6	21EN014	Ragavan UNK	Environmental Engineering	Enviro care India Private Limited	1,68,000	Offer Letter
7	21EN005	Arul Thirumagal	Environmental Engineering	TCS	3,53,578	Offer Letter

 Web: <u>www.tce.edu</u>
 Phone: 0452-2482240, 04522482430
 Fax: 0452-2483427
 E-mail: <u>principal@tce.edu</u>



Date: 04 Jul 2023

Ms Thiripurasundari 2 by 21 Nethaji Nagar Mudhikulathur Ramanathapuram Tamil Nadu 623704

Employee No: 3054411 Dear Ms Thiripurasundari 00~

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

Appointment Letter

We are pleased to appoint you in our organization as <u>Trainee</u> subject to the following terms and conditions:

- Your contract will commence from 03 Jul 2023 and expire on 02 Jul 2024 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 04 Jul 2023 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
- 2. You hereby agree to be liable for the following terms and conditions:
 - Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
- 3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
- 4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
- 5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
- 6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
- 7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
- 8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

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SETHU INSTITUTE OF TECHNOLOGY

AN AUTONOMOUS INSTITUTION | ACCREDITED WITH 'A' GRADE BY NAAC

Approved by AICTE, New Delhi & Permanently Affiliated to Anna University, Chennai Recognized by UGC Under Section 2(f) & 12(B) of UGC Act, 1956 Approved Research Centres for MECH, CSE, ECE, EEE, CIVIL & PHYSICS by Anna University, Chennai B.E.MECH, B.E. CSE, B.E. ECE, B.E. EEE, & B.Tech. IT are Accredited by NBA, New Delhi Under Tier-I (Washington Accord)

Pulloor - 626 115. Kariapatti Taluk, Virudhunagar District, Tamilnadu, India.

Phone: 04566 - 229706 Mobile: 99433 67007

Website: www.sethu.ac.in Email: Principal@sethu.ac.in

Dr. G.K. Raaiesh Placement Officer

Thiagarajar College of Engineerin Madurai-625 015

Date: 22.11.2023

No.SIT/2023-24 (E) /App.Order/Agri.Engg.

ORDER

We are pleased to appoint Ms.P.Pavatharrini on temporary basis as Assistant Professor in the Department of Agriculture Engineering on a salary of Rs. 21,600/-(Pay Rs.15,600/- + AGP Rs.6,000/-) (Rupees Twenty one Thousand and Six hundred only) per month from the date of joining.

Your performance will be assessed on completion of one year and based on the assessment; your service will be confirmed on permanent basis.

Ours is a NBA and NAAC accredited Institution and we hope that you will involve yourself to uphold and enhance the quality of education in this Institution.

You should submit all the original certificates. You have to sign a separate employment agreement.

You are requested to return a copy of this order duly signed in token of having accepted the offer of appointment.

> A Manney Tal, (S. Mohamed Jaleel)

Founder & Chairman FOUNDER & CHAIRMAN

ETHU INSTITUTE OF TECHNOLOGY

PULLOOR, KARIAPATTI - 628 115.

To

Ms.P.Pavatharrini, No.5-A, Venkatachalapuram 3rd Street. Jaihinthpuram, Madurai - 625 011

Mobile No: 93618 06335

I hereby received the appointment order and convey my consent to join as Consent: Assistant Professor in your Institution on .24.111.2023

Signature of HOD

Signature of faculty with date

Name : P. Pavathavini

Dept. & Design.: Department of Agricultural Engineering Assistant Professor



Con



CIN: U74140HR2004PTC046918

VSPL/HR/OL/313

29th July, 2023

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

R.S.Diwagar Madurai, Tamil Nadu- 625016. Contact No- 9787285336 Email Id: diwagarcivil@gmail.com

OFFER LETTER FOR THE POST OF POST GRADUATE TRAINEE ENGINEER

Dear Mr. R.S.Diwagar,

With reference to your application and the subsequent interaction/ interview on, 26th July, 2023, regarding employment with Voyants Solutions Pvt. Ltd., we are pleased to make a formal offer of employment to you. We trust that your knowledge, skills and experience will be among our most valuable assets.

We are pleased to offer you the Post Graduate Trainee Engineer in our organization as per following details:-

- 1. Designation: Post Graduate Trainee Engineer.
- 2. Department: Water & Sanitation Department (WSD).
- 3. Location: Your place of posting shall be at VSPL, Regional Office- Chennai.
- 4. Reporting: You will report to DGM.
- 5. Job Description: Will be given to you on joining the company.
- Compensation: Your CTC (Cost to Company) shall be Rs. 25,000/- (Rupees Twenty Five Thousand only) per month.
- 7. Incentive and Benefits: As per company policy framed from time to time.
- 8. **Terms and Conditions**: Other terms and conditions shall be as per the Appointment Letter, which will be issued to you after your acceptance and joining our company.
- 9. Joining: You shall be required to join us on or before 07- August-2023.
- Notice Period: Your appointment with the company/organization would be terminable with One month (during probation)/ Three months (after confirmation) notice or notice pay in lieu on either side



Voyants Solutions Private Limited

403, 4th Floor, Park Centra, Sector-30, NH-8, **Gurugram-1**22 001 Haryana, India Tel: +91-124-4598 200 (30 Lines), Fax: +91-124-4019 051, E-mail: info@voyants.in, Website: www.voyants.in



CIN: U74140HR2004PTC046918

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- 11. **Statutory Compliances:** Gratuity, PF, ESIS, Taxes e.t.c will be applicable as per Government rules and Company policy from time to time.
- 12. Submission of Documents: On the date of joining, you are requested to submit the

Following documents:

- (a) Copy of PAN Card.
- (b) Copy of AADHAR Card
- (c) Copy of Medical Fitness Certificate
- (d) Copy of relevant educational qualification and professional qualification certificates.
- (e) Copy of Registration Certificate issued by the Professional Bodies/Institutions (e.g The Institution of Engineers India, (IEI), Council of Architecture, Indian Association of Structures (IAS) etc. (if applicable).
- (f) Copy of residence proof.
- (g) Copy of birth proof certificate.
- (h) Copy of experience certificate /relieving letter from the previous employer.
- (i) Proof of last salary details/CTC from the previous employer.
- (j) Copy of TDS certificate/Form-16 from the previous employer if applicable.
- (k) Declaration on Form-11 with respect to PF.4x passport size photographs

We thank you for your interest in working with us and wish for a fruitful and long lasting association with the organization.

Thanking you,

Yours Sincerely, for Voyants Solutions Pvt Ltd.

Col VS Vats Director

(DECLARATION)

I agree to accept the terms and conditions set out hereinabove.

(Signature)

(Date)

Voyants Solutions Private Limited

403, 4th Floor, Park Centra, Sector-30, NH-8, Gurugram-122 001 Haryana, India Tel: +91-124-4598 200 (30 Lines), Fax: +91-124-4019 051, E-mail: info@voyants.in, Website: www.voyants.in HL Mando Anand India Private Limited

Registered Office: Plot No.S1A & S5, SIPCOT Industrial Park, Vengadu Village, Pillaipakkam Post, Sriperumbudur Taluk,

Kanchipuram Dist., Tamil Nadu - 602105, India. Tel.: 91-44-71922101 CIN No.U50300TN2006FTC061618



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

CONGRATULATIONS

Dear Mc Bijinaya B,

We are delighted that you have successfully completed our strenuous recruitment selection process for joining and it is our pleasure to have you on board as Post Graduate Engineer Trainee in our Organization.

HL Mando firmly believes in its Mission, Vision and Core Values:

MISSION

We enrich the world by taking bold strides to transform how people live, move, and imagine.

VISION

Innovator Today, Pioneer Tomorrow.

CORE VALUES

Intergity . Frontier . Together

Please be informed of the following with regard to your joining process

Date of Joining: 7th June 2023

The orientation program is from: 7th June 2023

Immediate Supervisor: Will be decided after Induction

Key Result Areas: Will be finalized within 6 months of joining

Probation Period: 1 Year form Date of Joining

Appraisal: Annual appraisal follows the calendar year, from January to December

Being a part of innovative HL Mando family, you shall comply with safety regulations, Operational Ethics, Code of conduct, to ensure successful attainment of our challenging

Welcoming you to the marvel experience of working with HL Mando.

Best Wishes!!! Maray

A. Tamilarasi DGM - HR



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

Offer: Computer Consultancy

Ref: TCSL/CT20223913593/Chennai

Date: 25/11/2022

Ms. G Abihail Japhia 2/137b3rd Middle Main Road, P&T Colony, Thoothukudi-628008, Tamil Nadu. Tel# -

Dear G Abihail Japhia,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be ₹3,53,578/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

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TATA CONSULTANCY SERVICES

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



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







(Accredited by NABET, NABL, BIS, MOEF, MoUD, FSSAI) [Certified by ISO 9001: 2008 / ISO 14001: 2004 / 85 OHSAS 18001]

28-07-2023

Appointment Letter

Dear Mr. Ragavan U.N.K,

With reference to the discussions had with you, we on behalf of ENVIRO CARE INDIA PRIVATE LIMITED are pleased to appoint you for the position of "EXECUTIVE - EIA" based at Madurai and invite you to join ENVIRO CARE INDIA PRIVATE LIMITED family.

- 1. You will be paid Net salary of Rs.16000 /- per month (Sixteen thousand Only),
- 2. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in
- 3. On joining the company you shall be on probation for One year, and surrender your own document for working purpose. You will abide by the rules and regulations of the company as may be in force from time to time. The company looks for a long-term association with all its employees and expects the same from you.
- 4. We expect you to join on 28-07-2023 in line with discussion with you; otherwise this offer will stand
- 5. On reporting please bring two recent passport size photographs, photocopy of all educational certificates, proof of age certificate, last employer's salary certificate and relieving letter of
- 6. Your services can be terminated with notice from either side of ONE month or ONE month's salary
- 7. Leaving the Company without notice period have to pay one month Salary for getting certificate.

For Enviro Care India Private Limited

P.Balan

HR Manager

I have read and understood the above terms and conditions and agree to abide by the same.

Date #43, 2nd Street, Harvey Nagar, Arasaradi, Madurai - 625 016

Tel: +91 452 4355103, 4355203 GST No: 33AABCE4521A1ZI PAN: AABCE4521A E-mail: info@envirocareindia.com, eci@envirocareindia.com Web: www.envirocareindia.com

Bangalore | Chennai | Coimbatore | Tirupur | Trivandrum



Offer: Computer Consultancy

Ref: TCSL/CT20223912422/Chennai

Date: 25/11/2022

Ms. Arul Thirumagal Vp 56/10Old Aruppukottai Road, Near Vvd Arangam, Tamilnadu-626001, Tamilnadu. Tel# 91-9486030789 Dr. G.K. Raajesh Placement Officer Thiagarajar College of Engineering Madurai-625 015

Dear Arul Thirumagal Vp,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be ₹3,53,578/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

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TATA CONSULTANCY SERVICES



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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

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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



amount between the components as per your tax plan, once you join TCSL.

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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).

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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.

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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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

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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



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,

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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



business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

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13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

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19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

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

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20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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- (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 oversees 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

Dondit.

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



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter





Dr. G.K. Raajesh Placement Officer Thiagarajar College of Engineering Madurai-625 015 Annexure 1

GROSS SALARY SHEET

Name	Arul Thirumagal Vp	
Designation	Assistant System Engineer-Trainee	
Institute Name	Thiagarajar College Of Engineering, Madura	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	28,807	3,53,578
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.

^{****} 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	6,000	72,000	
Leave Travel Assistance	1,250	15,000	
Food Card	500	6,000	
Personal Allowance	1,035	12,420	
GROSS BOUQUET OF BENEFITS	8,785	1,05,420	

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^{*} 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.



Annexure 2

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

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Tata Consultancy Services Limited



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

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

3. Intellectual Property Rights

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

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- (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.