



# 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

**67**  
YEARS  
1957-2024  
Celebrating  
Academic Excellence

## Master of Computer Applications 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	917721Y001	Aakash Kumar S	MCA	Zoho	720,000	Offer Letter
2	917721Y002	K Adithya Sakthi	MCA	LTI - Mind tree	406,367	Offer Letter
3	917721Y003	K.Aishwarya Lakshmi	MCA	Capgemini	400,000	Offer Letter
4	917721Y004	L.Aishwarya Lakshmi	MCA	Capgemini	400,000	Offer Letter
5	917721Y006	Dinesh kumar C	MCA	LTI - Mind tree	406,367	Offer Letter
6	917721Y008	Ghill J J	MCA	Capgemini	400,000	Offer Letter
7	917721Y009	Jeevanandham K	MCA	Tringapps	300,000	Offer Letter
8	917721Y010	Kaarthiga A R	MCA	LTI- Mind tree	508,367	Offer Letter
9	917721Y012	Karthick S	MCA	TCS	353,578	Offer Letter
10	917721Y015	Madhumithaa N	MCA	Optum	1227,950	Offer Letter
11	917721Y016	Meena T	MCA	Capgemini	400,000	Offer Letter
12	917721Y020	Ramya lakshmi R	MCA	Capgemini	400,000	Offer Letter
13	917721Y021	Sethupathy Raja T	MCA	Zoho	720,000	Offer Letter
14	917721Y023	Shiva shankari M	MCA	Cognizant	401,988	Offer Letter
15	917721Y025	Shri durga U	MCA	LTI - Mind tree	406,367	Offer Letter
16	917721Y026	Siva sankar S	MCA	TCS	353,578	Offer Letter
17	917721Y029	Vijayalakshmi M K	MCA	TCS	353,578	Offer Letter
18	917721Y027	Suji Dharshini Hilda S	MCA	TCS	353,578	Offer Letter
19	917721Y024	Shneka V	MCA	TCS	358,507	Offer Letter
20	917721Y028	Surya.K	MCA	TCS	358,507	Offer Letter

**Zoho Corporation Private Limited**Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,  
Chengalpattu District, Tamilnadu, 603 202.

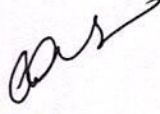
Ph: +91 - 44 - 6744 7070

www.zohocorp.com

Date: 16-May-2023

To

Mr.AAKASHKUMAR S,  
NO 32, KOPPAN STREET,  
MUTHURAMAN PATTI,  
VIRUDHUNAGAR-626001, TAMIL NADU.

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

Dear Mr.AAKASHKUMAR 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.720000/- (RUPEES SEVEN LAKH TWENTY THOUSAND 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.

Branch Office:

Engine Thottam, Chinniampalayam to Irugur Road,  
A.G Pudhur Post, Coimbatore, Tamilnadu, 641103.

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**

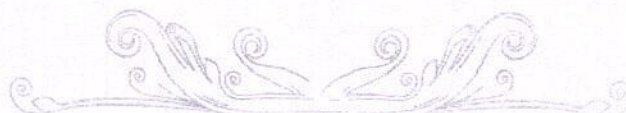
You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining 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 **15-Jun-2023**. 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:

Date of Offer acceptance: 16 May 2023

Name : Aakashkumar S

Place : Virudhunagar





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

ANNEXURE A

NAME : AAKASHKUMAR S  
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	24000	288000
HRA	12000	144000
Other Allowance & Flexible component	21120	253440
<b>Gross Salary</b>	<b>57120</b>	<b>685440</b>
Employer Provident Fund (12% of Basic+TA)*	2880	34560
<b>Cost To Company (CTC)</b>	<b>60000</b>	<b>720000</b>
Prosperity Sharing Plan		120000
<b>Compensation for the first year</b>		<b>840000</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.

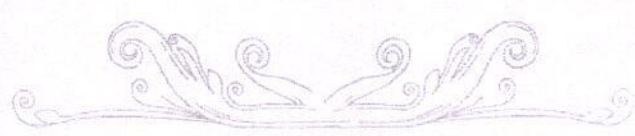
**OTHER BENEFITS:**

**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.



## 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.3600000/- (RUPEES THIRTY SIX LAKH ONLY)**.

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





Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Adithya K

College: Thiagarajar College of Engineering

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

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Adithya K,

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.ltifotech.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-3

Name : Adithya K 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.

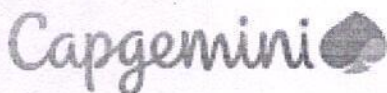
You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

**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.



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airof 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: 3375830

Letter of Intent ("LOI")

December 18, 2022

Dear Aishwarya Lakshmi Kumar,

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**

Aishwarya Lakshmi Kumar, 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.

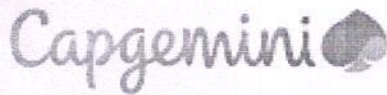
This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

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



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: 3398643

Letter of Intent ("LOI")

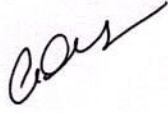
December 18, 2022

Dear AISHWARYALAKSHMI L,

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**

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## ANNEXURE 1

AISHWARYALAKSHMI L, Analyst

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**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
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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

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Dinesh C

College: Thiagarajar College of Engineering

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Dinesh C,

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.intinfotech.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-3

Name	: Dinesh C	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.

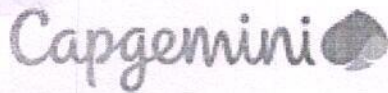
You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

**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.



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

Superset ID: 3511606

Letter of Intent ("LOI")

December 18, 2022

Dear GHILL J J,

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.

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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.
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6. Any act or omission which is in violation of any Company policy.

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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**

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## ANNEXURE 1

GHILL J J, Analyst

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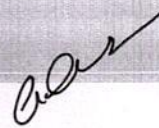
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8. Government ID Proof



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



## Employment Offer Letter

January 05, 2023

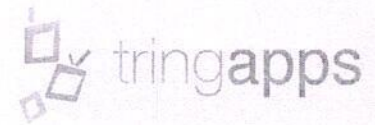
Dear Jeevanandam Kathiresan,

It is my pleasure to extend you the offer of employment as "Software Trainee" on behalf of "tringapps research labs Pvt. Ltd". Your anticipated start date will be **18th January 2023**. In case you do not join on or before the mentioned date, this offer of employment will stand canceled and withdrawn. Your appointment stands effective from the date you join duty.

THIS is an Employment agreement along with Terms and Conditions, made to Mr.Jeevanandam Kathiresan('Employee'),currently residing at **43/1,Samayapuram street,Kattikulam,Manamadurai Taluk,Sivagangai - 630609** by **tringapps research labs Private Limited**, ('Company') **TamilNadu, India**; WHEREAS, the Company is in the business of providing Software Development/Product Engineering to its Clients around the world including India; WHEREAS, the Employee wishes to be employed full time with the Company as 'Software Trainee'; WHEREAS, the Employee is aware that the Company is expanding and investing substantial resources related to the hiring/training of the employee WHEREAS, during the course of the Employee's employment at the Company, the Employee will obtain confidential and proprietary information; WHEREAS, the Employee and the Company agree as a condition of the Employee's employment with the Company that the Employee will agree to all the terms and conditions.

**Probation Period:** For the first 3 months of your employment, you will be deemed to be on probation. Within 60 days of completion of the three months, if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR, your employment is deemed to be confirmed. During the probation period, the company reserves all rights to terminate the employee without assigning any reasons and without notice or cause.

**Notice Period & Termination:** At any time during the employment, the employee is entitled to terminate the employment by giving **3 months'** notice. Whereas the company reserves the right to terminate the employment by requesting service of notice or paying salary in lieu for the period that is at full discretion of the Company. However, the Company may terminate the employee's employment with immediate effect without any notice for causes including employee's gross misconduct resulting in material damage to the Company, any form of harassments, willful insubordination, theft of Company's properties, habitual lateness or absence, or any other breach of this agreement.

**Confidentiality Agreement:**

Confidential information refers to any information disclosed by Company to the Employee, either directly or indirectly in writing, verbally or by inspection of tangible or intangible objects, or electronic stored data including without limitation documents, business plans, software, documentation, financial analysis, marketing plans, customer names, customer list, prospective Customer list, sales leads, customer data, customer information. Confidential Information may also include information disclosed to an Employee by third parties at the direction of the Company.

a) **Non-Compete:** During the subsistence of employment with the Company, the Employee shall not directly or indirectly engage himself/herself in any other business, occupation or employment and shall not render any other commercial or professional services. The Employee, may, however, continue to hold directorship and advisory positions in companies not competing with the business of the Company, and shall continue memberships and accept memberships of associations, with the prior written consent of the Company. Until termination of his/her employment and for a period of 12 months commencing on the date of termination, the Employee, directly or indirectly, in association with or as a stockholder, director, officer, consultant, employee, partner, joint-venture, member or otherwise of or through any person, firm, corporation, partnership, association or other entity, shall not

b) **Non-Solicit:** endeavor to solicit, poach, influence or attempt to influence any client, customer or other person directly or indirectly to direct his or its purchase of the Employer's product and/or services to himself or any person, firm, or other entity in competition with the business of the Employer; The Employee covenants that he shall not during the term of his employment and thereafter for a period of 1 year solicit or attempt to influence any person employed or engaged by the Employer to terminate his employment or otherwise cease his engagement with the Employer or become the employee of or directly or indirectly offer services in any form to himself or any person or entity which is a competitor of the Employer; Therefore, the Employee is aware and acknowledges that, in case of violating this Confidentiality Agreement, the Company holds all the rights to claim for the damages up to the cost of business.

**Other Terms & Conditions:** Our offer of employment to you as "Software Trainee" is conditional upon your having fully completed your graduation/post-graduation. You will also have completed all studies, course requirements and examinations required for the educational qualifications recorded by you in your application for employment with the Company. You will produce copies of all education documents and other relevant experience documents on the date of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion. You will be eligible only for the stipend of 10,000 per month till you complete your graduation.

**BGV:** Your employment will be subject to a background check in line with tringapps background check policy. A specially appointed agency will conduct external background checks which in general would be completed within one month of joining. If the background check reveals unfavorable results, you will be liable to disciplinary action including termination of

*oal*

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



service without notice.

**Compensation and Benefits:**

**Total CTC: INR.300,000 (Three Lakhs Per Annum)**

EARNINGS	PER MONTH	PER YEAR
EARNED BASIC	11,525	138,300
HOUSE RENT ALLOWANCE	5,763	69,150
CONVEYANCE ALLOWANCE	1,600	19,200
MEDICAL REIMBURSEMENT	1,250	15,000
LEAVE TRAVEL ALLOWANCE	576	6,915
UNIFORM ALLOWANCE	576	6,915
SPECIAL ALLOWANCE	1,760	21,120
<b>GROSS PAY</b>	<b>23,050</b>	<b>276,600</b>
Employer PF		23,400
<b>Cost to Company (CTC)</b>		<b>300,000</b>

STANDARD DEDUCTIONS (from gross pay)	PER MONTH	PER YEAR
EMPLOYEE P.F	1,800	21,600
PROFESSIONAL TAX		2,496
INCOME TAX	As applicable	As applicable

\*Employee is eligible for Gratuity as per law

\*Income tax deduction will depend on the declaration and receipts produced by the employee.

\*P.F & P.T deductions may vary based on guidelines by the local government.

\*Employees are covered under the company's health insurance policy.

**For, tringapps research labs Pvt. Ltd.**

Name: Eswari Velayutham

Designation: Director - HR

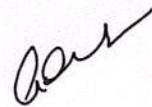
E-mail ID: eswari.v@tringapps.com

**Employee:**

Employee Name: Jeevanandam Kathiresan

Designation: Software Trainee

Contact Number : 6383008830



Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Kaarthiga R

College: Thiagarajar College of Engineering

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

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Kaarthiga R,

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. 30000 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.ltinifotech.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-3

Name	: Kaarthiga R	Date	: November 10, 2022
Salary Grade	: P1		
Components	INR. (p.a.)	INR. (p.m.)	
Basic	180000	15000	
Bouquet of Benefits	264180	22015	
Bonus	21000	1750	
Base Salary (p.a.)	465180	38765	
Annual Incentive	0		
Total Variable (p.a.)	0		
TTC(p.a.)	465180		
PF	21600	1800	
Gratuity	8658	722	
Mediclaime Premium(p.a)	12929	1077	
Retirals & Other Benefits(p.a)	43187	3598	
Cost to Company (CTC)	508367	42363	

**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.



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

Offer: Computer Consultancy  
Ref: TC SL/CT20223906398/Chennai  
Date: 30/11/2022

Mr. Karthick S  
1/111Schoolstreet,  
Thonugal,  
Virudhunagar-626104,  
Tamilnadu.  
Tel# -

Dear Karthick S,

**Sub: Letter of Offer**

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

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

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

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

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

TCS Confidential  
TC SL/CT20223906398

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/2T-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





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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

#### **3. Personal Allowance**

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

#### **4. Food Card**

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

**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



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

## GROSS SALARY SHEET

Annexure 1

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

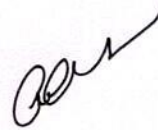
\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*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	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</b>



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

April 24, 2023

Madhumithaa N  
1/669 VRV nagar P and T nagar  
Madurai Tamil Nadu  
625017

Dear Madhumithaa N,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. ("the Company") a UnitedHealth Group Company, in the position of **TDP at salary grade 25**. Your work location shall be at Company's office located at **4th & 5th Floor of Block 2 of Phase 1 in IT ITES SEZ of M/S ITPG Developers Private Limited At Behrampur by Sector – 59, Gurugram**. The terms and conditions of your employment are set out hereinafter:

#### EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **May 16, 2023**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

- (i) Highest Degree Certificate
- (ii) PAN Card OR Passport
- (iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

#### PROBATION

You shall serve a minimum probation period of **180 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Ninety (90) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

#### PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **4th & 5th Floor of Block 2 of Phase 1 in IT ITES SEZ of M/S ITPG Developers Private Limited At Behrampur by Sector – 59, Gurugram**. The Company works across different geographies providing services to its clients and you may be required to go through appropriate induction and orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by the Company on a worldwide basis. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

#### PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the **TDP** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

#### COMPENSATION

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.1,025,000.00, Rupees Ten Lakh Twenty Five Thousand Only**. Your cost to the Company (CTC) shall be **Rs.1,227,950.00, Rupees Twelve Lakh Twenty Seven Thousand Nine Hundred Fifty Only** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

#### DEFERRED SIGN-ON BONUS

You shall be entitled to a total sign on bonus of **Rs.222,000.00**. Amount of **Rs.75,000, Rupees Seventy Five Thousand Only** will be payable to you at the time of payment of your first salary and remaining amount of **Rs.147,000, Rupees One Lakh Forty Seven Thousand Only** will be paid to you post completion of **18** months of service. In the event, your employment with the Company is terminated either by you or by the Company for any reason whatsoever, prior to completion of 1 (one) year from the date of each pay out, you will be required to repay the Company amount of sign-on bonus due as on date of termination forthwith. In case the total sign-on bonus amount or part thereof is not repaid to the Company by you, Company reserves the right to settle it against your full and final settlement amount. Sign-on bonus shall be governed by the applicable Company policy.

\*Withholding taxes as applicable would be deducted from the above.

#### RELOCATION

Relocation assistance shall be provided as per the Company's relocation policy for freshers. You shall be entitled to a relocation amount of **Rs. 50,000, Rupees Fifty Thousand Only**, subject to deduction of applicable taxes, which shall be payable at the time of payment of your first salary.

#### REWARDING RESULTS PLAN

You shall be eligible to participate in the Rewarding Results Plan in accordance with the terms and conditions of the Company, as amended from time to time. In this Rewarding Results Plan, you may be eligible to earn an annual performance-based incentive in addition to your basic salary. Your initial annual target incentive is **15%** of the fixed salary. It is clarified that no payment under this plan is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year on the Company's discretion. Basis this, your annual incentive payout could range from **0%- 15%** of the fixed salary. Any annual or other bonus payments are discretionary, non-binding and revocable for future years. Kindly refer to the rewarding results plan policy for any information regarding eligibility, payouts or any other terms and

conditions associated with this plan.

The payment of all compensation and bonus / incentive, if any, shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

By accepting this letter of appointment you authorize the Company to deduct from your remuneration on termination of employment (including salary, salary in lieu of notice, sign on bonus, notice pay out etc.) all debts owed by you to the Company or any of its group companies/associates or any fine imposed by the Company as a discretionary penalty pursuant to the Company's disciplinary procedure.

#### TERMINATION OF EMPLOYMENT

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 90 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company's Separation Policy (as available on Company's intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall over-ride the notice period as stipulated in the appointment contract or any other document issued before this date. No separate individual employee consent shall be necessary for applicability of this clause.

In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.**, We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

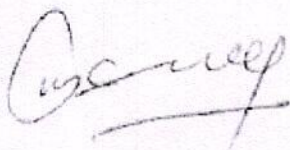
Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Madhumithaa N, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**<sup>SM</sup>

For **Optum Global Solutions (India) Private Limited**



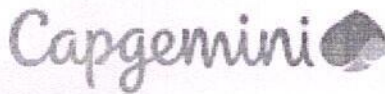
**Sumeek Gopal**  
Vice President - People Team

I accept this letter of appointment on the terms and conditions as described herein.

**ACKNOWLEDGEMENT:**

\_\_\_\_\_  
Madhumithaa N

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

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

**Superset ID: 3396042**

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

December 18, 2022

Dear MEENA 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



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**

MEENA 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.

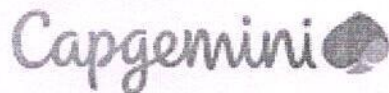
This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

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



Capgemini Technology Services India Limited  
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Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Superset ID: 3396186

Letter of Intent ("LOI")

December 18, 2022

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- 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.
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- 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.
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**For Capgemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

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**ANNEXURE 1**

RAMYA LAKSHMI R, Analyst

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For Capgemini Technology Services India Limited

Puneet Kumra  
Head - Fresher Hiring

Acceptance

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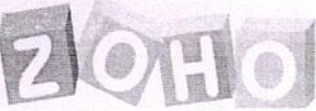
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-

**ANNEXURE 2**

Documents for LOI acceptance

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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



## Zoho Corporation Private Limited

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

Ph: +91- 44 - 6744 7070

www.zohocorp.com

Go to Home

13

SEZ Unit

Date: 07-Oct-2022

To

Mr.SETHUPATHY RAJA T,  
12A RAMACHANDRAPURAM 1ST STREET,  
SOUTH VELI STREET, SOUTH GATE,  
MADURAI-625001, TAMILNADU.

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

Dear Mr.SETHUPATHY RAJA T,

### 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.720000/- (RUPEES SEVEN LAKH TWENTY THOUSAND 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.

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**

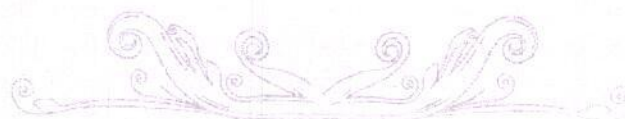
You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining 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

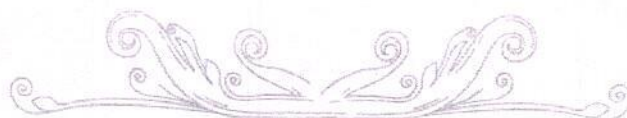
You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for 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 **06-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:

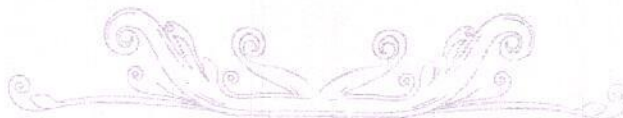
Date of Offer acceptance: 07 Oct 2022

Name :

செழிப்பாண்டி கார்ஜா

Place :

Madurai





**ANNEXURE A**

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

**NAME** : SETHUPATHY RAJA T  
**DESIGNATION** : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	24000	288000
HRA	12000	144000
Other Allowance & Flexible component	21120	253440
<b>Gross Salary</b>	<b>57120</b>	<b>685440</b>
Employer Provident Fund (12% of Basic+TA)*	2880	34560
<b>Cost To Company (CTC)</b>	<b>60000</b>	<b>720000</b>
Prosperity Sharing Plan		120000
<b>Compensation for the first year</b>		<b>840000</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.

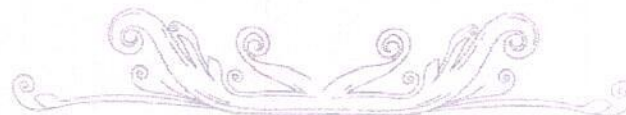
**OTHER BENEFITS:**

**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.



## 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 Medclaim 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.

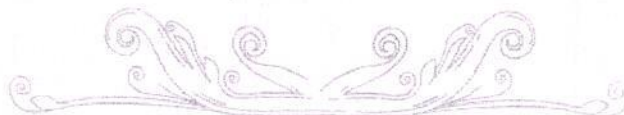
### **GROUP PERSONAL ACCIDENT INSURANCE**

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.3600000/- (RUPEES THIRTY SIX LAKH ONLY)**.

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





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

01-Sep-2023

Dear Shiva Shankari Malayandi,  
MCA (2 Year), Computer Application  
Thiagarajar College of Engineering, Madurai

Candidate ID – 24198038

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).

#### 4. Training - Post Joining Cognizant:

Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

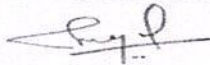
- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded and might be put into an additional training. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded and might be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

5. Your on-boarding as a full-time employee is aligned to a business requirement and will be between **July 2023 and August 2024**. You will be required to report at the location based on the business requirement and on the given date of joining.

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:**

## Annexure A



## Compensation and Benefits

Name: Shiva Shankari Malayandi

Designation: Programmer Analyst  
Thiagarajar College of Engineering  
Madurai-625 015Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

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	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



Date: November 10, 2022  
 Ref: LTI/HR/EN9/Campus/2023  
 Name: Shridurga U  
 College: Thiagarajar College of Engineering



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

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Shridurga U,

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.lntinfotech.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



Dr. G.K. Raajesh  
Placement Officer  
Shriharipuram College of Engineering

## ANNEXURE-3

Name	: Shridurga U	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	
Base Salary (p.a.)	363180	30265	
Annual Incentive	0		
Total Variable (p.a.)	0		
TTC(p.a.)	363180		
PF	21600	1800	
Gratuity	8658	722	
Mediclaime Premium(p.a)	12929	1077	
Retirals & Other Benefits(p.a)	43187	3598	
Cost to Company (CTC)	406367	33863	

**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.



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

Offer: Computer Consultancy  
Ref: TCSL/CT20223915697/Chennai  
Date: 25/11/2022

Mr. Sivasankar S  
No. 12nd Street,  
Kasthuribaingar,  
Madurai-625106,  
Tamilnadu.  
Tel# 91-9843419462

Dear Sivasankar S,

**Sub: Letter of Offer**

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

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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TCSL/CT20223915697

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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



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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

#### **3. Personal Allowance**

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

#### **4. Food Card**

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



**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



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

## GROSS SALARY SHEET

Annexure 1

Name	Sivasankar S
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	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
<b>Xplore/ Learning Incentive****</b>		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	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</b>



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

Offer: Computer Consultancy  
Ref: TCSL/CT20223912576/Chennai  
Date: 30/11/2022

Ms. Vijayalakshmi M K  
9Senthil Nagar,  
Mangala Hospital Back Side,  
Tirunelveli-627002,  
Tamil Nadu.  
Tel# -

Dear Vijayalakshmi M K,

**Sub: Letter of Offer**

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

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

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

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

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

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





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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

#### **3. Personal Allowance**

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

#### **4. Food Card**

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



Go to Home

### 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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Go to Home

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

**GROSS SALARY SHEET**

Annexure 1

Name	Vijayalakshmi M K
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	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
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	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</b>



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

Offer: Computer Consultancy  
Ref: TCSL/CT20223914847/Chennai  
Date: 30/11/2022

Ms. Suji Dharshini Hilda S  
1323gBrundhavanam Nagar , A Colony,  
Ktc Nagar,  
Tirunelveli-627011,  
Tamilnadu.  
Tel# 91-9443085975

Dear Suji Dharshini Hilda S,

**Sub: Letter of Offer**

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

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

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

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

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

**TCS Confidential**  
TCSL/CT20223914847

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 500 119 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



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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

#### **3. Personal Allowance**

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

#### **4. Food Card**

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

**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  
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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

## GROSS SALARY SHEET.

Annexure 1

Name	Suji Dharshini Hilda S
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	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
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Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
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.

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Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
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Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</b>



**Offer : Computer Consultancy**  
**Ref : TCSL/EP2022IR0605850/ Mumbai/1864094**  
**Date : 05-MAY-2022**

**Ms. Shneka.V**  
Railway colony street,  
Madurai, Tamil Nadu, India  
Tel No.: 9043146638

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

### **Sub: Letter of Offer and Terms of Employment**

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Dear Ms.Shneka,

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

**This offer is based on your profile, relevant work experience and performance in the selection process. You have been selected for the position of Asst.Systems Engineer in Grade C1Y at TCS - Chennai. Your gross salary including all benefits will be Rs. 3,58,507/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter' and propose your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. Please initiate your Background Check and submit required documents online within 5 days of your offer acceptance. Kindly note that your Offer is subject to a positive background check.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by TCSL.



## **Offer Letter Validity**


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.

If you accept the offer from TCSL and fail to join within 120 days from the date of offer, the offer will stand automatically terminated.

**We look forward to having you in our global team.**

Yours Sincerely,

**For TATA Consultancy Services Limited**



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

**Girish Nandimath**

**Global Head -Talent Acquisition**



Encl :

**Annexure 1:** Benefits Gross Salary Sheet

**Annexure 2:** Document Submission

**Annexure 3:** List of TCSL Offices

**Annexure 4:** Confidentiality, Data and Intellectual Property Protection

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

185/188 Loyds Road Chennai 600 086 India

Tel 91 44 66164111 Fax 91 44 66164050 Website [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building 9th Floor Nariman Point Mumbai – 400021

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

**Annexure 1**  
**GROSS SALARY SHEET -**

<b>Name</b>	Ms.Shneka.V		
<b>Designation</b>	Asst.Systems Engineer		
<b>Grade</b>	C1Y	<b>Relevant Experience</b>	1 year

**Table 1: Compensation Details: (All Components are in Rs.)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Monthly	13,770	1,65,240
Bouquet Of Benefits #	8,533	1,02,390
<b>2) Performance Pay</b>		
Monthly Performance Pay	2,100	25,200
Performance Bonus *	1,400	16,800
<b>3) City Allowance</b>	1,100	13,200
<b>4) Annual Components/Retirals</b>		
Health Insurance	NA	7,900
Provident fund	1,652	19,829
Gratuity	662	7,948
<b>Total of Annual Components &amp; Retirals</b>	<b>2,315</b>	<b>35,677</b>
<b>TOTAL GROSS</b>	<b>29,217</b>	<b>3,58,507</b>

# Refer to Table 2 for TCSL defined Structure

In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis

**Table 2: TCSL defined structure for BoB (All Components in Rs.)**

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	6,885	82,620
Leave Travel Assistance	1,148	13,770
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,533</b>	<b>1,02,390</b>



**Offer : Computer Consultancy**  
**Ref : TCSL/EP2022IR0605850/ Mumbai/1864094**  
**Date : 05-MAY-2022**

**Mr. Surya.K**  
44, South gate,  
Madurai, Tamil Nadu, India  
Tel No.: 9543146839

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

### **Sub: Letter of Offer and Terms of Employment**

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Dear Mr. Surya,

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

**This offer is based on your profile, relevant work experience and performance in the selection process. You have been selected for the position of Asst.Systems Engineer in Grade C1Y at TCS - Chennai. Your gross salary including all benefits will be Rs. 3,58,507/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter' and propose your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. Please initiate your Background Check and submit required documents online within 5 days of your offer acceptance. Kindly note that your Offer is subject to a positive background check.

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**Girish Nandimath**

**Global Head -Talent Acquisition**



Encl :

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

**Annexure 1**  
**GROSS SALARY SHEET -**

<b>Name</b>	Mr.Surya.K		
<b>Designation</b>	Asst.Systems Engineer		
<b>Grade</b>	C1Y	<b>Relevant Experience</b>	1 year

**Table 1: Compensation Details: (All Components are in Rs.)**

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