



**SARANATHAN COLLEGE OF ENGINEERING**

**NH 45 B, Venkateswara Nagar, Panjappur,**

**Tiruchirappalli, Tamil Nadu 620012**

**DEPARTMENT OF ELECTRICAL AND ELECTRONICS  
ENGINEERING**

**TRAINING**

**(2020-21)**

<b>2017 - 2021 Batch Training Attendance</b>				Name of the Training Vendor		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase			
				Training Module		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal	
				Date of The Training		9.9.2020		10.9.2020		11.9.2020		12.9.2020		14.9.2020		15.9.2020		16.9.2020		17.9.2020		18.9.2020		19.9.2020	
				Session		FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
S.No.	BRANCH	Batchno	Sec	Student Name	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	
1	EEE	203001	A	ABARNA. R	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
2	EEE	203002	A	ABDUL JABBAR. M	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	
3	EEE	203003	A	ABINASHKUMAR. V	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	AB	
4	EEE	203004	A	ABINAYA. L	Pre	AB	Pre	AB	Pre	AB	Pre	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	
5	EEE	203005	A	ABINESH. R	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
6	EEE	203006	A	AKSHAYA. A	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	Pre	AB	Pre	Pre	Pre	Pre	
7	EEE	203007	A	ANJUKA. G	Pre	Pre	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
8	EEE	203008	A	ARUL. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	
9	EEE	203009	A	ASWIN KUMAR. A	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
10	EEE	203010	A	ATCHAYA. B	Pre	AB	Pre	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	AB	Pre	AB	AB	AB	AB	
11	EEE	203011	A	BHARATHI FREETHA. K	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
12	EEE	203012	A	CHANDRA KISHORE. M	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	Pre	
13	EEE	203013	A	CHANDRU. N	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	
14	EEE	203014	A	DEENAA ROHIT. A	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
15	EEE	203015	A	DEEPAK KUMAR. A	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	Pre	Pre	
16	EEE	203016	A	DEVA PRIYA. K	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
17	EEE	203017	A	DHARNEESH . K	Pre	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
18	EEE	203018	A	DHARUN. M	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
19	EEE	203021	A	EPSHIBA BEAULA. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
20	EEE	203022	A	GNANA KIRUBA. A	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	Pre	
21	EEE	203023	A	GNANA PRABHA. K	AB	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
22	EEE	203024	A	GOGUL. M	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
23	EEE	203025	A	Gokul E	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	
24	EEE	203026	A	HARIHARAN. V	Pre	AB	Pre	Pre	AB	Pre	Pre	AB	Pre	Pre	Pre	Pre	AB	AB	Pre	Pre	Pre	AB	Pre	Pre	

<b>2017 - 2021 Batch Training Attendance</b>				Name of the Training Vendor		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase			
				Training Module		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal	
				Date of The Training		9.9.2020		10.9.2020		11.9.2020		12.9.2020		14.9.2020		15.9.2020		16.9.2020		17.9.2020		18.9.2020		19.9.2020	
				Session		FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
S.No.	BRANCH	Batchno	Sec	Student Name	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN			
25	EEE	203027	A	HARIHARAN. V	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	AB	AB	
26	EEE	203028	A	HARIPRASATH. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
27	EEE	203029	A	HARITHA PRIYA. K	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
28	EEE	203030	A	HARITHA. G	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
29	EEE	203031	A	IMRAN. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	
30	EEE	203032	A	ISHWARYA. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre		
31	EEE	203033	A	JACOB SELWYN. D	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
32	EEE	203034	A	JANANI. M	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
33	EEE	203035	A	JAYA CHANDRAN. S	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	
34	EEE	203036	A	JAYSREE. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
35	EEE	203037	A	JOSE MERRIL. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
36	EEE	203038	A	KALAIARASAN. G	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
37	EEE	203039	A	KARUNAKARAN. G	Pre	AB	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	AB	Pre	AB	AB	AB
38	EEE	203040	A	KASTURI. K	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
39	EEE	203041	A	KAVUMKAL AKSA NISSI.	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	
40	EEE	203042	A	KESAVA RAJ. M	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	AB	Pre	Pre	
41	EEE	203043	A	KRISHNA BADRINATH	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
42	EEE	203044	A	LOGHAASHRI. T	AB	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	AB	AB	AB	AB	AB	Pre	Pre	AB	Pre	AB	AB	
43	EEE	203045	A	MADHU SHREE. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
44	EEE	203048	A	MAKESHWARAN. B	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
45	EEE	203050	A	MANOJKUMAR. P	AB	AB	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	
46	EEE	203052	A	MOHAMED IRFAN. N	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	
47	EEE	203053	A	MOHAMED JAVED. A	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	
48	EEE	203054	A	MOHAMED RAFI. M	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	

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				Training Module		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal	
				Date of The Training		9.9.2020		10.9.2020		11.9.2020		12.9.2020		14.9.2020		15.9.2020		16.9.2020		17.9.2020		18.9.2020		19.9.2020	
				Session		FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
S.No.	BRANCH	Batchno	Sec	Student Name	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN			
49	EEE	203055	A	MOHAMED THALIB. I	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
50	EEE	203056	A	MOHAMMED RIFAT. Z	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
51	EEE	203057	A	MURUGAN. E	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB		
52	EEE	203058	A	NAVEEN KUMAR. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
53	EEE	203059	A	NIRESH SHANKAR. P	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
54	EEE	203060	A	NITHIYA. N	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
55	EEE	203062	B	PASHITH. H	Pre	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
56	EEE	203063	B	PAVITHRA. K	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
57	EEE	203064	B	POORANI. J	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	Pre	Pre	AB	AB	Pre	Pre	Pre	AB	Pre	Pre	
58	EEE	203065	B	PRAHATHISH. B	Pre	AB	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
59	EEE	203066	B	PRAVEEN. R	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
60	EEE	203067	B	PRAVEENKUMAR. K	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
61	EEE	203068	B	PRAVIN KUMAR. N	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
62	EEE	203069	B	PRAVINRAJ. T	AB	AB	AB	Pre	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB		
63	EEE	203071	B	PRIYADHARSHINI. Y	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
64	EEE	203072	B	PRIYANKA. E	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
65	EEE	203073	B	RAGHAVENDRAN. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
66	EEE	203074	B	RAKESH. K K	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre		
67	EEE	203075	B	RAVICHANDRAN. P	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
68	EEE	203076	B	REVATHI. V	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
69	EEE	203077	B	ROSHINI. R	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	AB	Pre	AB	Pre	Pre	Pre	Pre		
70	EEE	203078	B	SABARISH. B	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	AB	AB	AB	AB	AB	AB	Pre	Pre	
71	EEE	203079	B	SAKTHI RAJA. V	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		
72	EEE	203081	B	SAMUEL RAJ. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre		

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				Training Module		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal	
				Date of The Training		9.9.2020		10.9.2020		11.9.2020		12.9.2020		14.9.2020		15.9.2020		16.9.2020		17.9.2020		18.9.2020		19.9.2020	
				Session		FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
S.No.	BRANCH	Batchno	Sec	Student Name	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN			
73	EEE	203082	B	SANKARI. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
74	EEE	203083	B	SANTHIYA. C	AB	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
75	EEE	203084	B	SANTHOSH KANNA. N	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB			
76	EEE	203085	B	SARAVANAN. S	AB	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre			
77	EEE	203086	B	SENTHIL KUMAR. A	AB	AB	Pre	AB	AB	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	AB	AB	AB	AB	AB			
78	EEE	203087	B	SHALINI. S	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
79	EEE	203088	B	SHAMNI. J	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
80	EEE	203089	B	SHATHISH KUMAAR. V K	AB	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
81	EEE	203091	B	SHIVABALAN. N	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	Pre	Pre	Pre	Pre	Pre			
82	EEE	203093	B	SINDHUJA. M	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	AB	AB	Pre	Pre	Pre	Pre	AB	Pre			
83	EEE	203094	B	SIRISHA. S	Pre	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
84	EEE	203095	B	SIVARAMAKRISHNAN. T	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
85	EEE	203096	B	SOUNDARAJAN. R	AB	AB	AB	AB	AB	AB	AB	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	AB	AB	AB			
86	EEE	203097	B	SRIJAH. R	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
87	EEE	203098	B	SRINIVASAN. S	AB	AB	Pre	Pre	AB	Pre	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB			
88	EEE	203100	B	STEFFY JONES. A	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	AB	AB	Pre	Pre	Pre	Pre			
89	EEE	203101	B	SUBALAKSHMI. G	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
90	EEE	203103	B	SUDHAKAR. H M	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
91	EEE	203104	B	SUDHILAYA. M	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	AB	Pre	Pre	Pre	Pre			
92	EEE	203107	B	SWEATHA SRI. R	AB	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
93	EEE	203108	B	SYED ZAMEERBASHA S	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
94	EEE	203109	B	THAMILVANAA. T S	Pre	AB	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
95	EEE	203111	B	UDAYA SIMHA. R	AB	AB	Pre	AB	Pre	AB	AB	Pre	AB	AB	AB	AB	Pre	Pre	Pre	AB	Pre	Pre			
96	EEE	203112	B	UDHAYAKUMAR. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	AB	AB	AB	AB	AB	Pre	AB	Pre	AB	Pre			

<b>2017 - 2021 Batch Training Attendance</b>				Name of the Training Vendor		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase			
				Training Module		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal		Apti/Verbal	
				Date of The Training		9.9.2020		10.9.2020		11.9.2020		12.9.2020		14.9.2020		15.9.2020		16.9.2020		17.9.2020		18.9.2020		19.9.2020	
				Session		FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
S.No.	BRANCH	Batchno	Sec	Student Name	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN			
97	EEE	203114	B	VENGATESH. S	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
98	EEE	203116	B	VIJAY. V	AB	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
99	EEE	203118	B	YASHWANDHNI. K	AB	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
100	EEE	203119	B	YUVARAJ. B	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB			
101	EEE	203123	A	SURENDRAN. R	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB			
102	EEE	203124	B	KEERTHIGA. P	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre	Pre			
103	EEE	203125	A	SENTHIL KUMAR. B	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB			
104	EEE	203131	A	ADAIKALA RAJ. A	Pre	AB	Pre	Pre	Pre	Pre	Pre	AB	Pre	Pre	Pre	Pre	AB	AB	Pre	Pre	Pre	Pre			
105	EEE	203132	B	TANWEER AHAMED. S	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB			

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				Training Module	CODING		CODING		CODING		CODING		CODING		CODING		CODING		CODING		CODING		
				Date of The Training	03.10.2020		04.10.2020		05.10.2020		06.10.2020		07.10.2020		08.10.2020		09.10.2020		10.10.2020		11.10.2020		
				Session	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	
S.No.	BRANCH	Batchno	Sec	Student Name	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN			
1	EEE	203001	A	ABARNA. R	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE
2	EEE	203002	A	ABDUL JABBAR. M	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
3	EEE	203003	A	ABINASHKUMAR. V	AB	AB	AB	AB	Pre	Pre	PRE	AB	AB	AB	Pre	Pre	AB	AB	AB	AB	AB	AB	AB
4	EEE	203004	A	ABINAYA. L	Pre	Pre	AB	Pre	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB	
5	EEE	203005	A	ABINESH. R	Pre	Pre	Pre	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE	
6	EEE	203006	A	AKSHAYA. A	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	AB	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE	
7	EEE	203007	A	ANJUKA. G	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	AB	AB	Pre	AB	AB	AB	
8	EEE	203008	A	ARUL. S	Pre	Pre	Pre	AB	Pre	Pre	AB	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB	
9	EEE	203009	A	ASWIN KUMAR. A	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE	
10	EEE	203010	A	ATCHAYA. B	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	
11	EEE	203011	A	BHARATHI FREETHA. K	AB	AB	Pre	Pre	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB	
12	EEE	203012	A	CHANDRA KISHORE. M	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	AB	AB	AB	AB	
13	EEE	203013	A	CHANDRU. N	Pre	Pre	AB	AB	Pre	Pre	PRE	AB	AB	AB	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB	
14	EEE	203014	A	DEENAA ROHIT. A	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	AB	AB	AB	Pre	PRE	AB	AB	AB	AB	AB	
15	EEE	203015	A	DEEPAK KUMAR. A	Pre	Pre	AB	AB	AB	AB	PRE	PRE	AB	Pre	Pre	Pre	AB	PRE	AB	AB	AB	AB	
16	EEE	203016	A	DEVA PRIYA. K	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	AB	PRE	Pre	Pre	PRE	PRE	
17	EEE	203017	A	DHARNEESH . K	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	AB	AB	AB	AB	
18	EEE	203018	A	DHARUN. M	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE	
19	EEE	203021	A	EPSHIBA BEAULA. S	Pre	Pre	AB	Pre	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB	
20	EEE	203022	A	GNANA KIRUBA. A	Pre	Pre	AB	Pre	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB	
21	EEE	203023	A	GNANA PRABHA. K	AB	AB	AB	Pre	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	AB	Pre	PRE	PRE	
22	EEE	203024	A	GOGUL. M	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	AB	Pre	Pre	AB	AB	
23	EEE	203025	A	Gokul E	AB	AB	AB	AB	Pre	Pre	PRE	PRE	AB	AB	Pre	Pre	AB	AB	AB	AB	PRE	PRE	
24	EEE	203026	A	HARIHARAN. V	AB	AB	AB	AB	AB	AB	PRE	PRE	PRE	AB	AB	AB	AB	AB	Pre	Pre	AB	AB	
25	EEE	203027	A	HARIHARAN. V	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	AB	Pre	PRE	AB	Pre	Pre	AB	AB	
26	EEE	203028	A	HARIPRASATH. S	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	AB	Pre	PRE	PRE	
27	EEE	203029	A	HARITHA PRIYA. K	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	AB	AB	Pre	Pre	AB	AB	Pre	Pre	PRE	AB	
28	EEE	203030	A	HARITHA. G	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	AB	AB	AB	Pre	Pre	PRE	AB	
29	EEE	203031	A	IMRAN. S	AB	AB	AB	AB	Pre	Pre	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	
30	EEE	203032	A	ISHWARYA. S	AB	AB	AB	AB	AB	AB	PRE	PRE	AB	Pre	Pre	Pre	AB	AB	Pre	Pre	AB	PRE	

# 2017 - 2021 Batch Training Attendance

2017 - 2021 Batch Training Attendance				Name of the Training Vendor	Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase			
				Training Module	CODING		CODING		CODING		CODING		CODING		CODING		CODING		CODING		CODING	
				Date of The Training	03.10.2020		04.10.2020		05.10.2020		06.10.2020		07.10.2020		08.10.2020		09.10.2020		10.10.2020		11.10.2020	
				Session	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
S.No.	BRANCH	Batchno	Sec	Student Name	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN		
31	EEE	203033	A	JACOB SELWYN. D	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE
32	EEE	203034	A	JANANI. M	AB	AB	AB	AB	Pre	Pre	PRE	PRE	AB	AB	Pre	Pre	AB	PRE	AB	AB	PRE	PRE
33	EEE	203035	A	JAYA CHANDRAN. S	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
34	EEE	203036	A	JAYSREE. S	Pre	Pre	Pre	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE
35	EEE	203037	A	JOSE MERRIL. S	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	AB	AB	AB	AB	PRE	AB
36	EEE	203038	A	KALAIARASAN. G	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	AB	AB	AB
37	EEE	203039	A	KARUNAKARAN. G	AB	AB	AB	AB	Pre	Pre	AB	PRE	AB	Pre	AB	AB	AB	AB	Pre	AB	AB	PRE
38	EEE	203040	A	KASTURI. K	Pre	Pre	Pre	Pre	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB
39	EEE	203041	A	KAVUMKAL AKSA NISSI.	AB	AB	AB	Pre	AB	AB	PRE	PRE	PRE	Pre	Pre	Pre	PRE	AB	Pre	Pre	AB	PRE
40	EEE	203042	A	KESAVA RAJ. M	AB	AB	AB	AB	Pre	Pre	PRE	PRE	AB	Pre	Pre	Pre	AB	PRE	AB	AB	PRE	PRE
41	EEE	203043	A	KRISHNA BADRINATH	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	AB	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE
42	EEE	203044	A	LOGHAASHRI. T	AB	AB	AB	AB	Pre	Pre	PRE	AB	PRE	AB	Pre	Pre	PRE	AB	AB	AB	PRE	AB
43	EEE	203045	A	MADHU SHREE. S	Pre	Pre	Pre	Pre	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE
44	EEE	203048	A	MAKESHWARAN. B	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	AB	Pre	PRE	PRE
45	EEE	203050	A	MANOJKUMAR. P	AB	AB	AB	AB	AB	AB	AB	AB	PRE	Pre	AB	Pre	PRE	PRE	AB	AB	AB	AB
46	EEE	203052	A	MOHAMED IRFAN. N	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	AB	PRE	AB
47	EEE	203053	A	MOHAMED JAVED. A	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
48	EEE	203054	A	MOHAMED RAFI. M	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	AB	PRE	Pre	Pre	PRE	PRE
49	EEE	203055	A	MOHAMED THALIB. I	Pre	Pre	AB	AB	Pre	Pre	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
50	EEE	203056	A	MOHAMMED RIFAT. Z	AB	AB	AB	AB	AB	AB	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE
51	EEE	203057	A	MURUGAN. E	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE
52	EEE	203058	A	NAVEEN KUMAR. S	AB	AB	AB	AB	Pre	Pre	PRE	PRE	AB	Pre	Pre	Pre	PRE	PRE	Pre	AB	AB	AB
53	EEE	203059	A	NIRESH SHANKAR. P	Pre	Pre	AB	AB	AB	AB	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	AB	PRE	PRE
54	EEE	203060	A	NITHIYA. N	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
55	EEE	203062	B	PASHITH. H	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	PRE	AB
56	EEE	203063	B	PAVITHRA. K	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE
57	EEE	203064	B	POORANI. J	AB	AB	AB	AB	AB	AB	PRE	PRE	AB	Pre	Pre	AB	AB	AB	Pre	AB	PRE	AB
58	EEE	203065	B	PRAHATHISH. B	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	PRE	PRE	Pre	AB	PRE	AB	AB
59	EEE	203066	B	PRAVEEN. R	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	AB	Pre	Pre	AB	PRE	PRE	Pre	AB	AB	AB
60	EEE	203067	B	PRAVEENKUMAR. K	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	AB	AB	AB	AB	AB	Pre	AB	AB	AB



# 2017 - 2021 Batch Training Attendance

2017 - 2021 Batch Training Attendance				Name of the Training Vendor	Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase		Six Phrase			
				Training Module	CODING		CODING		CODING		CODING		CODING		CODING		CODING		CODING		CODING	
				Date of The Training	03.10.2020		04.10.2020		05.10.2020		06.10.2020		07.10.2020		08.10.2020		09.10.2020		10.10.2020		11.10.2020	
				Session	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
S.No.	BRANCH	Batchno	Sec	Student Name	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN		
61	EEE	203068	B	PRAVIN KUMAR. N	AB	AB	Pre	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	AB	Pre	AB	PRE	AB
62	EEE	203069	B	PRAVINRAJ. T	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
63	EEE	203071	B	PRIYADHARSHINI. Y	AB	AB	Pre	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE
64	EEE	203072	B	PRIYANKA. E	Pre	Pre	AB	AB	AB	AB	PRE	PRE	PRE	AB	AB	AB	PRE	PRE	Pre	Pre	PRE	AB
65	EEE	203073	B	RAGHAVENDRAN. S	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	AB	AB	Pre	AB	AB	AB
66	EEE	203074	B	RAKESH. K K	Pre	Pre	Pre	AB	AB	AB	AB	PRE	PRE	AB	Pre	Pre	PRE	PRE	Pre	AB	PRE	PRE
67	EEE	203075	B	RAVICHANDRAN. P	AB	AB	AB	AB	Pre	Pre	PRE	PRE	AB	Pre	Pre	Pre	PRE	PRE	AB	Pre	PRE	AB
68	EEE	203076	B	REVATHI. V	Pre	Pre	Pre	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	AB	Pre	PRE	PRE
69	EEE	203077	B	ROSHINI. R	AB	AB	AB	AB	AB	AB	AB	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB
70	EEE	203078	B	SABARISH. B	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
71	EEE	203079	B	SAKTHI RAJA. V	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	AB	PRE	PRE
72	EEE	203081	B	SAMUEL RAJ. S	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	AB	AB
73	EEE	203082	B	SANKARI. S	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	AB	PRE	PRE
74	EEE	203083	B	SANTHIYA. C	Pre	Pre	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	AB	PRE	Pre	Pre	PRE	PRE
75	EEE	203084	B	SANTHOSH KANNA. N	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
76	EEE	203085	B	SARAVANAN. S	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	AB	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB
77	EEE	203086	B	SENTHIL KUMAR. A	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
78	EEE	203087	B	SHALINI. S	Pre	Pre	Pre	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE
79	EEE	203088	B	SHAMNI. J	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB
80	EEE	203089	B	SHATHISH KUMAAR. V K	AB	AB	AB	AB	AB	AB	AB	AB	PRE	Pre	Pre	AB	PRE	PRE	AB	Pre	AB	AB
81	EEE	203091	B	SHIVABALAN. N	AB	AB	AB	AB	AB	AB	PRE	AB	AB	Pre	AB	AB	AB	AB	Pre	AB	PRE	AB
82	EEE	203093	B	SINDHUJA. M	AB	AB	AB	AB	Pre	Pre	AB	AB	PRE	Pre	Pre	Pre	PRE	AB	Pre	Pre	PRE	PRE
83	EEE	203094	B	SIRISHA. S	AB	AB	AB	AB	Pre	Pre	PRE	AB	AB	AB	AB	AB	PRE	AB	Pre	AB	AB	AB
84	EEE	203095	B	SIVARAMAKRISHNAN. T	AB	AB	AB	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	AB	AB	PRE	PRE
85	EEE	203096	B	SOUNDARAJAN. R	AB	AB	AB	AB	Pre	Pre	PRE	AB	AB	Pre	Pre	Pre	AB	PRE	AB	AB	AB	AB
86	EEE	203097	B	SRIJAH. R	AB	AB	AB	Pre	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB
87	EEE	203098	B	SRINIVASAN. S	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
88	EEE	203100	B	STEFFY JONES. A	Pre	Pre	AB	AB	AB	AB	AB	PRE	AB	AB	Pre	AB	AB	AB	Pre	Pre	PRE	AB
89	EEE	203101	B	SUBALAKSHMI. G	Pre	Pre	Pre	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	PRE
90	EEE	203103	B	SUDHAKAR. H M	Pre	Pre	Pre	AB	Pre	Pre	PRE	PRE	PRE	Pre	Pre	Pre	PRE	PRE	Pre	Pre	PRE	AB





# **SARANATHAN COLLEGE OF ENGINEERING**

**NH 45 B, Venkateswara Nagar, Panjappur,**

**Tiruchirappalli, Tamil Nadu 620012**

## **DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

**TRAINING**

**(2019-20)**



Mr.R.Satheesh EEE Department <satheesh-eee@saranathan.ac.in>

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**(no subject)**

4 messages

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**HEAD - Training and Placement** <tp@saranathan.ac.in>

Tue, Jun 18, 2019 at 5:14 PM

To: 2020eeea-sce@googlegroups.com, 2020eeeb-sce@googlegroups.com, 2020icea-sce@googlegroups.com

Dear Final year Students

Greetings! In reference to our previous deliberations, the external training for verbal and aptitude is scheduled from 20-6-19 to 26-6-19.

- based on the online test performance, pl refer the attachment for your respective group and batch.
- every day, there will be a theory session, for you to learn the various methods and lab session for tests and clarifications on the answers
- students, you have paid for the sessions, pl do not miss the classes and make use of the facilities made available to you. Self discipline, in maintaining attendance and punctuality, helps only you. Hope, we will not waste time in focusing these aspects, against quality learning.
- any deviations in the data provided, can be brought to the notice of T/P department through your respective T/P co-ordinator.

Best wishes.

Regards

Dr.S.M.GiriRajkumar  
Head Training & Placement  
Saranathan College of Engineering

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You received this message because you are subscribed to the Google Groups "SARA T&P GROUP EEE B 2020" group.

To unsubscribe from this group and stop receiving emails from it, send an email to [2020eeeb-sce+unsubscribe@googlegroups.com](mailto:2020eeeb-sce+unsubscribe@googlegroups.com).

To post to this group, send email to [2020eeeb-sce@googlegroups.com](mailto:2020eeeb-sce@googlegroups.com).

To view this discussion on the web visit [https://groups.google.com/d/msgid/2020eeeb-sce/CAM4XM0U3NhZWKY4Hd0q4QD7G2T\\_EOJ8ksW60JuGtQx6UN%2B-vDg%40mail.gmail.com](https://groups.google.com/d/msgid/2020eeeb-sce/CAM4XM0U3NhZWKY4Hd0q4QD7G2T_EOJ8ksW60JuGtQx6UN%2B-vDg%40mail.gmail.com).

For more options, visit <https://groups.google.com/d/optout>.



**2020 Batch External Training - Hall Allocation from 20th to 26th June 2019.xls**

148K

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**Mr.R.Satheesh EEE Department** <satheesh-eee@saranathan.ac.in>

Wed, Jun 19, 2019 at 3:18 PM

To: HEAD - Training and Placement <tp@saranathan.ac.in>

Cc: "Mr. IYER GOPAL SRINIVASAN Placement Cell" <hr@saranathan.ac.in>

Sir,

The following EEE students claim that they meet the eligibility criteria but their name did not appear in the list we had sent to them. Kindly do the needful.

1. Ganeshkumar.V (193025)
2. Sharvin.J (193089)

Regards  
**R.Satheesh**

# SARANATHAN COLLEGE OF ENGINEERING

## TIRUCHIRAPALLI - 12

### Training and Placement

**Training Schedule from 20th June 2019 - 26th June 2019 By Sixphrase**

Date	Group	FN_Session	AN_Session
20.6.2019	Group - 1	Theory	Lab
21.6.2019		Theory	Lab
22.6.2019		Theory	Lab
24.6.2019		Lab	Theory
25.6.2019		Lab	Theory
26.6.2019		Lab	Theory

Date	Group	FN_Session	AN_Session
20.6.2019	Group - 2	Lab	Theory
21.6.2019		Lab	Theory
22.6.2019		Lab	Theory
24.6.2019		Theory	Lab
25.6.2019		Theory	Lab
26.6.2019		Theory	Lab

**Hall Allocation for Training by Six Phrase (2016 - 2020) \_ (Final Year) from 20th June 2019 to 22rd June 2019 & 24th June 2019 to 26th June 2019**

S.No.	Group	Batch	Hall Allocation for Theory	Lab Allocation for Practicals
1	Group - 1	Batch - A1	RV BLOCK - 301	RV BLOCK COMPUTER LAB - 1
2		Batch - B1	RV BLOCK - 302	RV BLOCK COMPUTER LAB - 2
3		Batch - C1	RV BLOCK - 303	RV BLOCK COMPUTER LAB - 3
4		Batch - D1	RV BLOCK - 304	RV BLOCK COMPUTER LAB - 4
5		Batch - E1	RV BLOCK - 305	RV BLOCK COMPUTER LAB - 5
6		Batch - F1	RV BLOCK - 306	RV BLOCK COMPUTER LAB - 6
7		Batch - G1	RV BLOCK - 307	RV BLOCK FIRST YEARCOMPUTER LAB
8		Batch - H1	RV BLOCK - 316	RV BLOCK COMMUNICATION LAB

S.No.	Group	Batch	Hall Allocation for Theory	Lab Allocation for Practicals
1	Group - 2	Batch - A2	RV BLOCK - 301	RV BLOCK COMPUTER LAB - 1
2		Batch - B2	RV BLOCK - 302	RV BLOCK COMPUTER LAB - 2
3		Batch - C2	RV BLOCK - 303	RV BLOCK COMPUTER LAB - 3
4		Batch - D2	RV BLOCK - 304	RV BLOCK COMPUTER LAB - 4
5		Batch - E2	RV BLOCK - 305	RV BLOCK COMPUTER LAB - 5
6		Batch - F2	RV BLOCK - 306	RV BLOCK COMPUTER LAB - 6
7		Batch - G2	RV BLOCK - 307	RV BLOCK FIRST YEARCOMPUTER LAB
8		Batch - H2	RV BLOCK - 316	RV BLOCK COMMUNICATION LAB

Head T&P\_SCE

**Saranathan College of Engineering**

**Tiruchirapalli – 620 012**

**Training and Placements**

**Training**

**Date: 20, 21, 22 & 24, 25, 26 – JUNE 2019**

**Batch: 2016 – 2020**

**Branch: CSE, ECE, EEE, IT, ICE & MECH.,**

**BY: SIX PHRASE**

**Ref:SCE/T&P\_Nov'2019/59**

**Dt.22.11.2019**

**Sir**

**Kind attention : Mr. Prabhu N.D  
Six Phrase – The Finishing School - University of Cambridge  
Authorized Preparation Center**

**Subject : Reference to the Invoice No. 2020007 Dated.17 September,  
2019.**

**As per the mentions of your invoice, I am enclosing herewith Cheque of  
Rs.10,10,433/- (Ten Lakhs Ten Thousand Four Hundred and Thirty Nine  
Only) towards Soft Skills Training of our Final Year (2016 -2020 Batch) UG  
– Engineering Students (Total Nos.552). Cheque No918383 Dt.19.11.2019.  
We also send the scanned copy of this cheque to your following  
email ID [sixphrase@gmail.com](mailto:sixphrase@gmail.com) and Original cheque send to your  
following address:**

**Six Phrase  
17, GKD Nagar,  
PN PALAYAM,  
COIMBATORE – 641 037.**

**Kindly acknowledge receipt. Thanking you.**

**Regards**

**Head T&P\_SCE**

**SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI**

**Training and Placement**

**2016 - 2020 batch students Attendance details for Six Phrase online test on 12.6.2019**

S.No	B.S.No.	Student Name	Batch No	Year	Branch	Sec	Gender	Email ID	Student Mobile No.	Signature of the Student
234	1	AADIMAATHAVAN. I	193001	3	EEE	A	M	mathavan1923@gmail.com	9486541924	Aadi Maa Kavan.k
235	2	ABHIRAMI.V	193002	3	EEE	A	F	vabhirami@ymail.com	9495940990	V. Abhirami
236	3	AJAY. L	193003	3	EEE	A	M	ajaylakshmanan98@gmail.com	9715053623	A
237	4	ANANTH. T	193004	3	EEE	A	M	shareefdawood5@gmail.com	9787726140	T. Ananth
238	5	ANTONY ROZARIO G	193006	3	EEE	A	M	rozarioantony16@gmail.com	9443272125	B. Antony Rozario G
239	6	ARAVINDH. V	193008	3	EEE	A	M	aravindh.vetri30@gmail.com	8825489927	Aravindh. V.
240	7	ARULRAJA. K	193009	3	EEE	A	M	arulraja251@gmail.com	9442997291	A. Arulraja
241	8	BALAJI. N	193011	3	EEE	A	M	balaji23899@gmail.com	8531955758	Balaji. N
242	9	BHUVANESWARI. S	193013	3	EEE	A	F	bhuviusha99@gmail.com	8270313462	S. Bhuvaneshwari
243	10	BOOMA. G	193014	3	EEE	A	F	booma249@gmail.com	8270440948	G. Booma
244	11	CHANDRAMOHAN. F	193015	3	EEE	A	M	chanblumr55@gmail.com	9943116420	P. Chandramohan
245	12	DEVADHARSHINI. G	193016	3	EEE	A	F	devadharshiniganeshprabhu@gmail.com	8903350233	Devadharshini. G
246	13	DEVI SRI. J	193017	3	EEE	A	F	devikeerthi12@gmail.com	6382030451	Devi Sri. J
247	14	DHANRAJ. B	193018	3	EEE	A	M	dhanrajbala7@gmail.com	8526338288	Dhanraj. B
248	15	DHARSHINI. R	193019	3	EEE	A	F	dharshiniraj26@gmail.com	9677605385	Dharshini. R
249	16	DILIP. R	193021	3	EEE	A	M	dilipdx29@gmail.com	9786139133	Dilip. R
250	17	DINESH KUMAR. R	193022	3	EEE	A	M	dineshkumardk7092@gmail.com	8610466497	D. Dinesh Kumar
251	18	ESWAR. M	193023	3	EEE	A	M	eswardon6583@gmail.com	9003768210	Eswar. M

ESE  
-3 +1  
03-AB  
10  
Not paid



**SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI**

**Training and Placement**


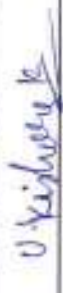





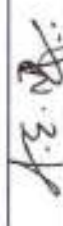










**2016 - 2020 batch students Attendance details for Six Phrase online test on 12.6.2019**

S.No	B.S.No.	Student Name	Batchn No	Year	Branch	Sec	Gender	Email ID	Student Mobile No.	Signature of the Student
252	19	GANESAN. S	193024	3	EEE	A	M	ganesansekhar1999@gmail.com	9790279245	S. Ganesan
253	20	GANESHKUMAR. V.	193025	3	EEE	A	M	flashgan875@gmail.com	8754962744	V. S.
254	21	GOKUL NATH. A.J	193026	3	EEE	A	M	gokuja498@gmail.com	9750911685	A.J. Gokul Nath
255	22	GOWTHAM. K	193027	3	EEE	A	M	gowthamkathir99@gmail.com	7904327200	K. Gowtham
256	23	GUHAN. R	193028	3	EEE	A	M	guhanvishwa77@gmail.com	7502636645	P. Guhan
257	24	GURUPRASAD. S.K	193029	3	EEE	A	M	prasad12499@gmail.com	7397082938	S.K. Guruprasad
258	25	HARI HARAN. S	193030	3	EEE	A	M	hariharansekhar30@gmail.com	6380988733	S. Hariharan
259	26	HARI PRIYA. B	193031	3	EEE	A	F	hariPriyae99@gmail.com	8270168194	B. Hari Priya
260	27	HARIHARAN. K	193032	3	EEE	A	M	hariee2020@gmail.com	6383660822	K. Hariharan
261	28	HARSHINI. P	193033	3	EEE	A	F	harshpalani25@gmail.com	9384503330	P. Harshini
262	29	HEMADHARSHINI. G	193034	3	EEE	A	F	hemajoshua246@gmail.com	6381240338	G. V. Hemadharshini
263	30	INDHU. R	193035	3	EEE	A	F	indhumalarvizhi15@gmail.com	9489213455	R. Indhu
264	31	IRSHATH ALI. K	193036	3	EEE	A	M	irshathirshath007@gmail.com	8778710262	K. Irshath Ali
265	32	JOICY. J	193037	3	EEE	A	F	joicyjohnson1998@gmail.com	7530006523	J. Joicy
266	33	KARTHICK. S	193039	3	EEE	A	M	karthickkarthick64225@gmail.com	7502090058	S. Karthick
267	34	KARTHIKEYAN. N	193040	3	EEE	A	M	karthikeyan28279@gmail.com	9080041737	N. Karthikeyan
268	35	KEERTHANA. D	193041	3	EEE	A	F	keerthanarajashree@gmail.com	7708794995	D. Keerthana
269	36	KEERTHANA. M	193042	3	EEE	A	F	keerthanamtkk18@gmail.com	8973777362	M. Keerthana

**SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI**

**Training and Placement**

**2016 - 2020 batch students Attendance details for Six Phrase online test on 12.6.2019**

S.No	B.S.No.	Student Name	Batch No	Year	Branch	Sec	Gender	Email ID	Student Mobile No.	Signature of the Student
270	37	KEERTHI MALINI. S	193043	3	EEE	A	F	keerthimalini6611@gmail.com	9688730555	
271	38	KISHORE KUMAR. U	193044	3	EEE	A	M	kishore12101998@gmail.com	9791395623	
272	39	KOWSALYA. S	193045	3	EEE	A	F	kowsalyas8765@gmail.com	7708145106	
273	40	LAKSHMI. SK	193047	3	EEE	A	F	lakshmisukumaran18@gmail.com	9655745754	
274	41	MADHUMITA. S	193048	3	EEE	A	F	madhumita18399@gmail.com	9894918763	
275	42	MADHURANTHAGI. T	193049	3	EEE	A	F	t.madhuranthagi@gmail.com	7397343855	
276	43	MANIKANDAN. D	193051	3	EEE	A	M	manidharmalingam98@gmail.com	8903313001	
277	44	MANISH .A.E	193052	3	EEE	A	M	asectioneee2016@gmail.com	8754118656	
278	45	MEENATCHI. V	193053	3	EEE	A	F	meenatchivaradharajan1902@gmail.com	8778931922	
279	46	MEGADHARSHINI. S	193054	3	EEE	A	F	megaridhan@gmail.com	7550345357	
280	47	MOHAMED FAIZAL	193055	3	EEE	A	M	mohamedfaizal47@gmail.com	9003384591	
281	48	MOHAMED NASRUL	193056	3	EEE	A	M	nnaasrullah1999@gmail.com	6381052412	
282	49	MOHAMED SUHAIL	193057	3	EEE	A	M	suhail.mohamed173@gmail.com	7395888008	
283	50	MOHAMED AMEENU	193058	3	EEE	A	M	md.ameenuallah.h@gmail.com	8778384929	
284	51	MONIKA. M	193059	3	EEE	A	F	monimalar98@gmail.com	8072532083	
285	52	NANDHINI. T	193060	3	EEE	A	F	rosynandhini1999@gmail.com	8754937465	
286	53	NARMATHA DEVI. K	193061	3	EEE	A	F	narmathakalimuthu98@gmail.com	8489434130	
287	54	NETHRA. M	193062	3	EEE	B	F	jaya98nethra@gmail.com	9940865334	

**SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI**

**Training and Placement**

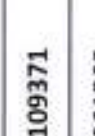
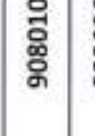
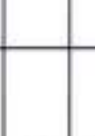



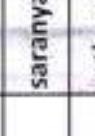



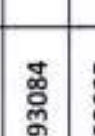
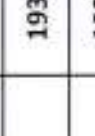





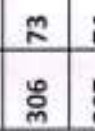
**2016 - 2020 batch students Attendance details for Six Phrase online test on 12.6.2019**

S.No	B.S.No.	Student Name	Batchn No	Year	Branch	Sec	Gender	Email ID	Student Mobile No.	Signature of the Student
288	55	NIDHISH. T	193063	3	EEE	B	M	nidhiships@gmail.com	8056831599	T. Nidhis
289	56	NIRUBHANJALI. R.V	193064	3	EEE	B	F	nirubhanjali.vel@gmail.com	8072417152	Nirubhanjali
290	57	PARTHASARATHY. A	193065	3	EEE	B	M	sarathy1137@gmail.com	9976832519	A. Parathy
291	58	PRABHAKARAN. S	193066	3	EEE	B	M	yesprabhakaran98@gmail.com	8248849140	S. Prabhakaran
292	59	PRADEEP. A	193067	3	EEE	B	M	pradeepaakash7@gmail.com	7339193767	P. Pradeep
293	60	PRADEEPA. L	193069	3	EEE	B	F	predeepa.10408@gmail.com	9489187924	L. Pradeepa
294	61	PRAGATHEESWARI. G	193070	3	EEE	B	F	pragatheparimala@gmail.com	7871749785	G. Pragatheeswari
295	62	PRASANTH. M	193071	3	EEE	B	M	jeevaprasanth99@gmail.com	9087944294	M. Prasant
296	63	PRECILLA POORANI. X	193072	3	EEE	B	F	precillapoorani@gmail.com	8098272517	X. Precilla
297	64	PRIYADHARSHANI. P	193074	3	EEE	B	F	priyapblossom@gmail.com	9943347526	P. Priyadharshani
298	65	RAGUL. C.R	193075	3	EEE	B	M	rahu1998.cr@gmail.com	9445110901	C.R. Ragul
299	66	RAJENDRA PRASATH. P	193076	3	EEE	B	M	rajendraprasath8199@gmail.com	8428257830	P. Rajendra
300	67	RAMAPRABA. G	193077	3	EEE	B	F	ramagkrb@gmail.com	8903167094	G. Ramaprabha
301	68	RISHIKESH KUMAR. B	193079	3	EEE	B	M	rishi.ranjith1988@gmail.com	6369445452	B. Rishikesh
302	69	ROHIT MALLYA	193080	3	EEE	B	M	rohitmallya0@gmail.com	9486267971	Rohit Mallya
303	70	SACHIN. S	193081	3	EEE	B	M	sachin.srithar@gmail.com	8825726679	S. Sachin
304	71	SANTHOSH KUMAR. K	193082	3	EEE	B	M	santhoshomr99@gmail.com	9952643843	K. Santhosh
305	72	SANTHOSH. R	193083	3	EEE	B	M	ravisanthosh053@gmail.com	9943460754	R. Santhosh

**SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI**

**Training and Placement**

**2016 - 2020 batch students Attendance details for Six Phrase online test on 12.6.2019**

S.No	B.S.No.	Student Name	Batchn No	Year	Branch	Sec	Gender	Email ID	Student Mobile No.	Signature of the Student
306	73	SARANYA. G	193084	3	EEE	B	F	saranyasaran0510@gmail.com	9080109371	
307	74	SATHYA UMA	193085	3	EEE	B	F	sathyasowmiya29@gmail.com	8220961503	
308	75	SELVASHANTHINI. S	193086	3	EEE	B	F	susheeshanthini1@gmail.com	9443714658	
309	76	SHABASH KHAN. H	193087	3	EEE	B	M	shabashkhan43@gmail.com	7010513858	
310	77	SHAHANAZMARIYA M.M	193088	3	EEE	B	F	zareenanasurudeen@gmail.com	9994648664	
311	78	SHARVIN. J	193089	3	EEE	B	M	jayasharvin@gmail.com	8608834677	
312	79	SHREE HAARRINI. S	193090	3	EEE	B	F	harinishiva99@gmail.com	8144417232	
313	80	SHYAM ANTONI. S	193091	3	EEE	B	M	samantonyx@gmail.com	8525853845	
314	81	SIDDHARTHAN. M.A	193092	3	EEE	B	M	tizisiddu03@gmail.com	6380732812	
315	82	SIDHARTH PRASAD	193093	3	EEE	B	M	sidharthprasad27@gmail.com	8903009274	
316	83	SIVAPRIYA. S	193094	3	EEE	B	F	ssivapriya27@gmail.com	9629455954	
317	84	SOPHIYA JOSEPHINE. A	193095	3	EEE	B	F	sophiyajose16@gmail.com	8220822454	
318	85	SOUNDHARYA. S	193096	3	EEE	B	F	soundharya5636@gmail.com	9788995636	
319	86	SRINATH. G	193097	3	EEE	B	M	gsrinath2911@gmail.com	9043219669	
320	87	SUBASHREE. B	193099	3	EEE	B	F	suba25081999@gmail.com	9786635552	
321	88	SUBHIKSHA. K	193100	3	EEE	B	F	subhikshakumar99@gmail.com	9790581373	
322	89	SUBRAMANIAN. D	193101	3	EEE	B	M	subukannan1998@gmail.com	9965722789	
323	90	SUGANYA. N	193103	3	EEE	B	F	aarthisuganya09@gmail.com	8111056690	

**SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI**

**Training and Placement**

**2016 - 2020 batch students Attendance details for Six Phrase online test on 12.6.2019**

S.No	B.S.No.	Student Name	Batchn No	Year	Branch	Sec	Gender	Email ID	Student Mobile No.	Signature of the Student
324	91	SUNDHARA LAKSHMI R	193104	3	EEE	B	F	sumijanan1999@gmail.com	7892359397	
325	92	SURUTHI. J S	193105	3	EEE	B	F	senshmi2021970@gmail.com	9597169684 <del>9629509020</del>	
326	93	SURUTHI. S	193106	3	EEE	B	F	shruthisuresh98@gmail.com	9790315213	
327	94	SWARNASRI. M	193108	3	EEE	B	F	swarnasaravanan22@gmail.com	9677702974	
328	95	SWETHA. R	193109	3	EEE	B	F	swetharavi241@gmail.com	9585808152	
329	96	THERASA METTILDA S	193111	3	EEE	B	F	mettildasahayam29@gmail.com	7708299327	
330	97	VALLIAMMAL. S	193112	3	EEE	B	F	spsivakami1969@gmail.com	9003876994	
331	98	VASANTH. M	193113	3	EEE	B	M	msv2303msv@gmail.com	8675630677	
332	99	VIGNESH. S	193114	3	EEE	B	M	vigneshkar2511@gmail.com	9047298960	
333	100	VIGNESH. S	193116	3	EEE	B	M	rajeeshrajesh792@gmail.com	8825623610	
334	101	VIJAYALAKSHMI. S	193117	3	EEE	B	F	vijisekar98@gmail.com	8525940478	
335	102	VISHNU CHANDER. R	193119	3	EEE	B	M	vishnuchander298@gmail.com	8667029188	
336	103	VISWANATHAN. M	193120	3	EEE	B	M	viswanathanmuralisara@gmail.com	7904820623	
337	104	YUVASRI. M	193123	3	EEE	B	F	yuvamano99@gmail.com	9942640824	
338	105	KALAIYARASAN R	193124	3	EEE	A	M	kalaiyaranravi88@gmail.com	9524990023	
339	106	SHANMUGARAJESH V	193125	3	EEE	A	M	suryastarkeee@gmail.com	7598037609	
340	107	PERUMAL RAJA S	193126	3	EEE	B	M	ragu.spr12@gmail.com	9791750525	
341	108	SANTHOSH M	193127	3	EEE	B	M	m.santhosheee1999@gmail.com	9488918845	

**SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI**

**Training and Placement**

**2016 - 2020 batch students Attendance details for Six Phrase online test on 12.6.2019**


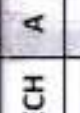

S.No	B.S.No.	Student Name	Batchn No	Year	Branch	Sec	Gender	Email ID	Student Mobile No.	Signature of the Student
342	109	MATHAVAN K	193128	3	EEE	A	M	maddymathava98@gmail.com	7639964631	<i>K. M. L.</i>
343	110	SETHU LAKSHMANAN N	193129	3	EEE	B	M	smartsethu98@gmail.com	8220670517	<i>N. Sathya Srinivasan</i>
344	111	<u>PRAVEEN KUMAR</u> M	193130	3	EEE	B	M	vimbros9791@gmail.com <i>vimbros_9791@gmail.com</i>	8072834381	<i>M. P. Q.</i>
345	112	MANIKANDAN R	193132	3	EEE	B	M	tr.mani15@gmail.com	7904977266	<i>S. Muri Das</i>

113 SRIRAM. S 193098 3 EEE B M *gsrfram9806@gmail.com* 9500542724

Head T&P\_SCE

SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI  
Training and Placement

**ATTENDANCE** 2016 - 2020 batch students Attendance details for Six Phrase online test on 14.6.2019

S.No	B.S.No.	Student Name	Batchn No	Year	Branch	Sec	Gender	Email ID	Student Mobile No.	SIGNATURE
20	PAID	SIVAPRIYA. S	193094	3	EEE	B	F	ssivapriya27@gmail.com	9629455954	
21	PAID	SHANMUGARAJESHWAR	193125	3	EEE	A	M	suryastarkeee@gmail.com	7598037609	
22	PAID	JEEVANRAJ. J	195020	3	ICE	A	M	jeevenraj060@gmail.com	9597345040	
23	PAID	KARTHIKEYAN. S	195021	3	ICE	A	M	cskkarthi2@gmail.com	7448347413	
24	PAID	PRABAKARAN. B	195034	3	ICE	A	M	prabakaranbpk33@gmail.com	9698729681	
25	PAID	ANIRVAN VINOD	194010	3	IT	A	M	anirvanvinod@gmail.com	8248278583	
26	PAID	INDUMATHY. R	194021	3	IT	A	F	indumathy678@gmail.com	8903119374	
27	PAID	NIRAIMATHI. S	194034	3	IT	A	F	niraisankar30@gmail.com	7868840529	
28	PAID	ANTONY RUBAN. T	196004	3	MECH	A	M	antonyruban319@gmail.com	9791932967	
29	PAID	ARUN PRAKASH. G	196005	3	MECH	A	M	arunprakash8898@gmail.com	7094649480	
30	PAID	PRETHISH. V	196068	3	MECH	B	M	prethisvk@gmail.com	9698785983	
31	PAID	RAGUL. J	196070	3	MECH	B	M	ragul.r2j@gmail.com	6383766946	
32	PAID	RAMYA. S	196077	3	MECH	B	F	ramya.sr98@gmail.com	9751205714	
33	PAID	SAIKIRAN. M	196082	3	MECH	B	M	saikiranmuthuraman@gmail.com	7904850958	
34	PAID	VIGNESHWARAN. J	196111	3	MECH	B	M	vigneshtheultimate45@gmail.com	9790450815	
35	PAID	MURALITHARAN M	196151	3	MECH	A	M	murleejaguar@gmail.com	9626624612	

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**SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI - 12**

**Training and Placement**

**Hall Allocation for Training by Six Phrase (2016 - 2020) \_ (Final Year) from  
20th June 2019 to 22rd June 2019 & 24th June**

**2019 to 26th June 2019**

S.No.	Group	Batch	Hall Allocation for Theory	Lab Allocation for Practicals
1	Group - 1	Batch - A 1	RV BLOCK - 301	RV BLOCK COMPUTER LAB - 1
2		Batch - B 2	RV BLOCK - 302	RV BLOCK COMPUTER LAB - 2
3		Batch - C 3	RV BLOCK - 303	RV BLOCK COMPUTER LAB - 3
4		Batch - D 4	RV BLOCK - 304	RV BLOCK COMPUTER LAB - 4
5		Batch - E 5	RV BLOCK - 305	RV BLOCK COMPUTER LAB - 5
6		Batch - F 6	RV BLOCK - 306	RV BLOCK COMPUTER LAB - 6
7		Batch - G 7	RV BLOCK - 307	RV BLOCK FIRST YEAR COMPUTER LAB
8		Batch - H 8	RV BLOCK - 313	RV BLOCK COMMUNICATION LAB

S.No.	Group	Batch	Hall Allocation for Theory	Lab Allocation for Practicals
1	Group - 2	Batch - A 2	RV BLOCK - 301	RV BLOCK COMPUTER LAB - 1
2		Batch - B 2	RV BLOCK - 302	RV BLOCK COMPUTER LAB - 2
3		Batch - C 2	RV BLOCK - 303	RV BLOCK COMPUTER LAB - 3
4		Batch - D 2	RV BLOCK - 304	RV BLOCK COMPUTER LAB - 4
5		Batch - E 2	RV BLOCK - 305	RV BLOCK COMPUTER LAB - 5
6		Batch - F 2	RV BLOCK - 306	RV BLOCK COMPUTER LAB - 6
7		Batch - G 2	RV BLOCK - 307	RV BLOCK FIRST YEAR COMPUTER LAB
8		Batch - H 2	RV BLOCK - 313	RV BLOCK COMMUNICATION LAB

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# SARANATHAN COLLEGE OF ENGINEERING

## TIRUCHIRAPALLI - 12

### Training and Placement

#### Training Schedule from 20th June 2019 - 26th June 2019 By Sixphrase

Date	Group	FN Session	AN Session
20.6.2019	Group - 1	Theory	Lab
21.6.2019	Group - 1	Theory	Lab
22.6.2019	Group - 1	Theory	Lab
24.6.2019	Group - 1	lab	Theory
25.6.2019	Group - 1	lab	Theory
26.6.2019	Group - 1	lab	Theory

Hall Allocation for Training by Six Phrase (2016 - 2020) - (Final Year) from 20th June 2019 to 22rd June 2019 & 24th June 2019 to 26th June 2019

S.No.	Group	Batch	Hall Allocation for Theory	Lab Allocation for Practicals
1	Group - 1	Batch - A	RV BLOCK - 301	RV BLOCK COMPUTER LAB - 1
2		Batch - B	RV BLOCK - 302	RV BLOCK COMPUTER LAB - 2
3		Batch - C	RV BLOCK - 303	RV BLOCK COMPUTER LAB - 3
4		Batch - D	RV BLOCK - 304	RV BLOCK COMPUTER LAB - 4
5		Batch - E	RV BLOCK - 305	RV BLOCK COMPUTER LAB - 5
6		Batch - F	RV BLOCK - 306	RV BLOCK COMPUTER LAB - 6
7		Batch - G	RV BLOCK - 307	RV BLOCK FIRST YEAR COMPUTER LAB
8		Batch - H	RV BLOCK - 313	RV BLOCK COMMUNICATION LAB

S.No.	Group	Batch	Hall Allocation for Theory	Lab Allocation for Practicals
1	Group - 2	Batch - A	RV BLOCK - 301	RV BLOCK COMPUTER LAB - 1
2		Batch - B	RV BLOCK - 302	RV BLOCK COMPUTER LAB - 2
3		Batch - C	RV BLOCK - 303	RV BLOCK COMPUTER LAB - 3
4		Batch - D	RV BLOCK - 304	RV BLOCK COMPUTER LAB - 4
5		Batch - E	RV BLOCK - 305	RV BLOCK COMPUTER LAB - 5
6		Batch - F	RV BLOCK - 306	RV BLOCK COMPUTER LAB - 6
7		Batch - G	RV BLOCK - 307	RV BLOCK FIRST YEAR COMPUTER LAB
8		Batch - H	RV BLOCK - 313	RV BLOCK COMMUNICATION LAB

Head T&P\_SCE

Day	Trainer	Title	Topics
1 & 2	Aravind & Tejes	Quantitative	Ratio and Proportion, Averages
3 & 4	Aravind & Tejes	Quantitative	Permutation and Combination
5 & 6	Aravind & Tejes	Quantitative	Probability
1 & 2	Arvinth & Chakravarthy	Quantitative	Time & Work
3 & 4	Arvinth & Chakravarthy	Quantitative	Time, Speed, Distance
5 & 6	Arvinth & Chakravarthy	Quantitative	Percentage, Profit and Loss
1 & 2	Deepa & Samuel	Reasoning	Syllogism, Coding and Decoding
3 & 4	Deepa & Samuel	Reasoning	Data Sufficiency, Data Interpretation
5 & 6	Deepa & Samuel	Reasoning	Blood Relation, Puzzles
1 & 2	Arun & Sumathi	Verbal	Sentence Correction & Improvement
3 & 4	Arun & Sumathi	Verbal	Synonyms, Antonyms, Analogies
5 & 6	Arun & Sumathi	Verbal	Reading Comprehension, Theme Detection

**Saranathan College of Engineering - SixPhrase Aptitude Training Plan**

Session Timing		Lab/Session		
Date	Day	Batch		
20.06.19	Day 1	Session 1		
		Session 2		
		Session 3		
		Session 4		
		Batch - A1	Anuska	Hema
		Batch - B1	Hema	Anuka
		Batch - C1	Divya	Chandru
		Batch - D1	Chandru	Divya
		Batch - E1	Sindhur	George
		Batch - F1	George	Sindhur
		Batch - G1	Alex	Irudhayaraj
		Batch - H1	Irudhayaraj	Alex
		Batch - A2	Hema	Deepa
		Batch - B2	Anuka	Tejas
		Batch - C2	Chandru	Chakravarthy
		Batch - D2	Divya	Samitha
Batch - E2	George	Samitha		
Batch - F2	Sindhur	Samitha		
Batch - G2	Irudhayaraj	Alex		
Batch - H2	Irudhayaraj	Alex		

**Saranathan College of Engineering - SixPhrase Aptitude Training Plan**

Session Timing		Lab Session				
Date	Day	Batch	Session 1	Session 2	Session 3	Session 4
21.06.19	Day 2	Batch - A1	Alex	Arun	Alex	Irudhayaraj
		Batch - B1	Arun	George	Irudhayaraj	Alex
		Batch - C1	George	Irudhayaraj	Sindhu	George
		Batch - D1	Irudhayaraj	George	George	Sindhu
		Batch - E1	George	Divya	Divya	Chandru
		Batch - F1	Divya	Chandru	Chandru	Divya
		Batch - G1	Chandru	Anuska	Anuska	Hema
		Batch - H1	Anuska	Hema	Hema	Anuka
		Batch - A2	Alex	Irudhayaraj	Irudhayaraj	Arvind
		Batch - B2	Irudhayaraj	Alex	Arun	Arun
		Batch - C2	Sindhu	George	Samuel	Samuel
		Batch - D2	George	Sindhu	Sumathi	Sumathi
		Batch - E2	Divya	Chandru	Tejes	Tejes
		Batch - F2	Chandru	Divya	Chakravarthy	Chakravarthy
		Batch - G2	Anuska	Hema	Anukravanthy	Tejes
		Batch - H2	Hema	Anuka	Aravind	Aravind

**Saranathan College of Engineering - SixPhrase Aptitude Training Plan**

Session Timing		Lab Session				
Date	Day	Batch	Session 1	Session 2	Session 3	Session 4
22.06.19	Day 3	Batch - A1	Anuska	Hema	Anuska	Hema
		Batch - B1	Hema	Anuska	Hema	Anuska
		Batch - C1	Divya	Chandru	Divya	Chandru
		Batch - D1	Chandru	Divya	Chandru	Divya
		Batch - E1	Sindhu	George	Sindhu	George
		Batch - F1	George	Sindhu	George	Sindhu
		Batch - G1	Alex	Irudhayaraj	Alex	Irudhayaraj
		Batch - H1	Irudhayaraj	Alex	Irudhayaraj	Alex
		Batch - A2	Anuska	Hema	Anuska	Hema
		Batch - B2	Hema	Anuska	Hema	Anuska
		Batch - C2	Divya	Chandru	Divya	Chandru
		Batch - D2	Chandru	Divya	Chandru	Divya
		Batch - E2	Sindhu	George	Sindhu	George
		Batch - F2	George	Sindhu	George	Sindhu
		Batch - G2	Alex	Irudhayaraj	Alex	Irudhayaraj
		Batch - H2	Irudhayaraj	Alex	Irudhayaraj	Alex

**Saranathan College of Engineering - SixPhrase Aptitude Training Plan**

Session Timing		Lab Session				
Date	Day	Batch	Session 1	Session 2	Session 3	Session 4
24.06.19	Day 4	Batch - A1	Alex	Irudhayaraj		
		Batch - B1	Irudhayaraj	Alex		
		Batch - C1	Sindhu	George		
		Batch - D1	George	Sindhu		
		Batch - E1	Divya	Chandru		
		Batch - F1	Chandru	Divya		
		Batch - G1	Anuska	Hema		
		Batch - H1	Hema	Anuka		
		Batch - A2	Arvind	Alex	Irudhayaraj	
		Batch - B2	Arup	Sivindir	Irudhayaraj	Alex
		Batch - C2	Samuel	Sumatha	Sindhu	George
		Batch - D2	Sumathi	Samuel	George	Sindhu
		Batch - E2	Tejes	Chakravarthy	Divya	Chandru
		Batch - F2	Chakravarthy	Arvind	Chandru	Divya
		Batch - G2	Aravind	Deeapa	Anuska	Hema
		Batch - H2	Deeapa	Aravind	Hema	Anuka

**Saranathan College of Engineering - SixPhrase Aptitude Training Plan**

Session Timing		Lab Session					
Date	Day	Batch	Session 1	Session 2	Session 3	Session 4	
25.06.19	Day 5	Batch - A1	Anuska	Hema			
		Batch - B1	Hema	Anuka			
		Batch - C1	Divya	Chandru			
		Batch - D1	Chandru	Divya			
		Batch - E1	Sindhu	George			
		Batch - F1	George	Sindhu			
		Batch - G1	Alex	Irudhayaraj			
		Batch - H1	Irudhayaraj	Alex			
		Batch - A2	Anavindhya	Prasanna		Anuska	Hema
		Batch - B2	Prasanna	Anavindhya		Hema	Anuka
		Batch - C2	Tejes	Chakravarthy		Divya	Chandru
		Batch - D2	Chakravarthy	Tejes		Chandru	Divya
		Batch - E2	Samuel	Sumathi		Sindhu	George
		Batch - F2	Sumathi	Samuel		George	Sindhu
		Batch - G2	Anvitha	Anvitha		Alex	Irudhayaraj
		Batch - H2	Anvitha	Anvitha		Irudhayaraj	Alex

**Saranathan College of Engineering - SixPhrase Aptitude Training Plan**

Session Timing		Lab Session					
Date	Day	Batch	Session 1	Session 2	Session 3	Session 4	
26.06.19	Day 6	Batch - A1	Alex	Irudhayaraj	Irudhayaraj	Irudhayaraj	
		Batch - B1	Irudhayaraj	Alex	Alex	Alex	
		Batch - C1	Sindhu	George	George	George	
		Batch - D1	George	Sindhu	Sindhu	Sindhu	
		Batch - E1	Divya	Chandru	Chandru	Chandru	
		Batch - F1	Chandru	Divya	Divya	Divya	
		Batch - G1	Anuska	Hema	Hema	Hema	
		Batch - H1	Hema	Anuska	Anuska	Anuska	
		Batch - A2	Arun	Arvind	Arvind	Alex	Irudhayaraj
		Batch - B2	Arvind	Arvind	Arvind	Irudhayaraj	Alex
		Batch - C2	Samuel	Samuel	Samuel	Sindhu	George
		Batch - D2	Samuel	Samuel	Samuel	George	Sindhu
		Batch - E2	Tejes	Chakravarthy	Chakravarthy	Divya	Chandru
		Batch - F2	Chakravarthy	Tejes	Tejes	Chandru	Divya
		Batch - G2	Arvind	Deepak	Deepak	Anuska	Hema
		Batch - H2	Deepak	Arvind	Arvind	Hema	Anuska



**Classroom Details**

Batch	Fall Allocation for Theory	Lab Allocation for Practicals
Batch - A1	RV BLOCK - 301	RV BLOCK COMPUTER LAB - 1
Batch - B1	RV BLOCK - 302	RV BLOCK COMPUTER LAB - 2
Batch - C1	RV BLOCK - 303	RV BLOCK COMPUTER LAB - 3
Batch - D1	RV BLOCK - 304	RV BLOCK COMPUTER LAB - 4
Batch - E1	RV BLOCK - 305	RV BLOCK COMPUTER LAB - 5
Batch - F1	RV BLOCK - 306	RV BLOCK COMPUTER LAB - 6
Batch - G1	RV BLOCK - 307	RV BLOCK FIRST YEAR COMPUTER LAB
Batch - H1	RV BLOCK - 316	RV BLOCK COMMUNICATION LAB
Batch - A2	RV BLOCK - 301	RV BLOCK COMPUTER LAB - 1
Batch - B2	RV BLOCK - 302	RV BLOCK COMPUTER LAB - 2
Batch - C2	RV BLOCK - 303	RV BLOCK COMPUTER LAB - 3
Batch - D2	RV BLOCK - 304	RV BLOCK COMPUTER LAB - 4
Batch - E2	RV BLOCK - 305	RV BLOCK COMPUTER LAB - 5
Batch - F2	RV BLOCK - 306	RV BLOCK COMPUTER LAB - 6
Batch - G2	RV BLOCK - 307	RV BLOCK FIRST YEAR COMPUTER LAB
Batch - H2	RV BLOCK - 316	RV BLOCK COMMUNICATION LAB

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**ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019**

S.No.	GROUP	BATCH	VENUE FOR THEORY	VENUE FOR LAB	degree	B.No.	first_name	last_name	Attendance
22	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	ECE	192018	Bharathi	p	✓
23	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	ECE	192035	Ganesh	R	✓
24	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	ECE	192070	Mohamed	Aashik	✓
25	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	EEE	193009	Arulraja	K	✓
26	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	EEE	193011	BALAJI	N	✓
27	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	EEE	193013	BHUVANESWARI	S	✓
28	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	CIVIL	197005	S.M.Ajith	Kumar	✓
29	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	CIVIL	197008	ARAVINDH	AL	✓
30	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	CIVIL	197013	Bala subramanian	P	✓
31	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	CIVIL	197021	Harshitha	M	✓
32	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	CIVIL	197033	Nanthini	Balasubramanian	✓
33	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	CIVIL	197038	nivetha	senthil kumar	✓
34	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	CIVIL	197041	Preetha	Rajen	✓
35	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	CIVIL	197044	Sadeesh	P	✓
36	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	CIVIL	197049	Sivagamasundari	E	✓
37	G1	BATCH - E1	RV BLOCK-305	COM.LAB-5	CIVIL	197062	Vijaya shanthy	R	✓


192018  
 192035  
 192070

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S.No.	GROUP	BATCH	VENUE FOR THEORY	VENUE FOR LAB	degree	B.No.	first_name	last_name	Attendance
1	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	ECE	192077	Prathiba	Ramesh kumar	Present
2	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	ECE	192086	RUCKMANI	S	Present
3	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193015	Chandramohan	P	Present
4	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193017	Devi sri	J	Present
5	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193019	Dharshini	Rajkumar	Present
6	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193022	dinesh	kumar	Present
7	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193023	eswar	m	Present
8	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193025	Ganeshkumar	V	Present
9	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193026	Gokul nath	A J	Present
10	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193028	Guhan	R	Present
11	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193029	Guruprasad	Kanchamalaithan	Present
12	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193034	Hemadharshini	G.v	Present
13	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193035	Indhu	Ramachandran	Present
14	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193037	Joicy	Johnson	Present
15	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193039	Karthick	Karthick	Present
16	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193041	Keerthana	D	Present
17	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193044	Kishore	Kumar	Present
18	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193049	Madhuranthagi	Thirumavalavan	Present
19	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193053	Meenatchi	Varadharajan	Present
20	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193054	Megadharshini	Sundharrasu	Present
21	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193055	Mohamed	Faizal	Present

19.06.2019  
19.06.2019

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S.No.	GROUP	BATCH	VENUE FOR THEORY	VENUE FOR LAB	degree	B.No.	first_name	last_name	Attendance
22	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193058	Mohamed	Ameenullah	FM AM
23	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193069	pradeepa	L	L. Pradeepa
24	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193071	Prasanth	M	Prasanth
25	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193077	Ramaprabha	G	Ramaprabha
26	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193079	R Rishikesh	kumar	R. Rishikesh
27	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193084	Saranya	G	Saranya
28	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193085	sathya	uma	Sathya
29	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193086	selvashanthini	s	Selvashanthini
30	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193087	shabash	khan H	Shabash
31	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193088	Shahanaz	Mariyam.m	Shahanaz
32	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193090	shree haarrini	s	Shree haarrini
33	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193091	Shyam	Antoni	Shyam
34	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193094	sivapriya	s	Sivapriya
35	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193095	Sophiya Josephine A	A	Sophiya Josephine A
36	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193096	Soundharya	Selvaraj	S. Soundharya
37	G1	BATCH - F1	RV BLOCK-306	COM.LAB-6	EEE	193099	Subashree	B	Subashree

P. Sumanthini

193082  
193095

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S.No.	GROUP	BATCH	VENUE FOR THEORETIC FOR LA degree	B.No.	first_name	last_name	ATTENDANCE
1	G1	BATCH - G1	RV BLOCK-307	191006	AMBARISH	PK	FN a
2	G1	BATCH - G1	RV BLOCK-307	191008	ARAVIND APARAJITH	K	/
3	G1	BATCH - G1	RV BLOCK-307	191045	KAVYA PRIYADHARSS	S	/
4	G1	BATCH - G1	RV BLOCK-307	191055	MANIKANDAN	E	/
5	G1	BATCH - G1	RV BLOCK-307	191092	SELVA PRIYA	R	/
6	G1	BATCH - G1	RV BLOCK-307	191106	THAYALAN	GR	/
7	G1	BATCH - G1	RV BLOCK-307	192007	ABINAYA	M	/
8	G1	BATCH - G1	RV BLOCK-307	192021	Deepika	K	/
9	G1	BATCH - G1	RV BLOCK-307	192045	Jananie	Nadarajahpillai	/
10	G1	BATCH - G1	RV BLOCK-307	192056	Keerthani	P	/
11	G1	BATCH - G1	RV BLOCK-307	192057	Kesavan	A	/
12	G1	BATCH - G1	RV BLOCK-307	192063	V.Maglin Fathima	victor	/
13	G1	BATCH - G1	RV BLOCK-307	192071	MOHAMMED JAVITHA	A	/
14	G1	BATCH - G1	RV BLOCK-307	192072	MOHANRAJ	P	/
15	G1	BATCH - G1	RV BLOCK-307	192081	PRIYADHARSHINI	G	/
16	G1	BATCH - G1	RV BLOCK-307	192087	Sandhiya	S	/
17	G1	BATCH - G1	RV BLOCK-307	192097	Shanmuga Priya	R	/
18	G1	BATCH - G1	RV BLOCK-307	192099	silambarasi	e	/
19	G1	BATCH - G1	RV BLOCK-307	193100	subhiksha	k	/
20	G1	BATCH - G1	RV BLOCK-307	193103	Suganya	N	/

191006  
191092  
191045  
191055  
191092  
191106  
192007  
192021  
192045  
192056  
192057  
192063  
192071  
192072  
192081  
192087  
192097  
192099  
193100  
193103

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ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	VENUE FOR THEORENUE FOR LA degree	B.No.	first_name	last_name	ATTENDANCE
21	G1	BATCH - G1	RV BLOCK-307	193104	Sundhara lakshmi	R	/
22	G1	BATCH - G1	RV BLOCK-307	193105	suruthi	js	/
23	G1	BATCH - G1	RV BLOCK-307	193108	Swarnasri	M	/
24	G1	BATCH - G1	RV BLOCK-307	193109	Swetha	Ravi	/
25	G1	BATCH - G1	RV BLOCK-307	193111	Therasa	Mettilda	/
26	G1	BATCH - G1	RV BLOCK-307	193117	Vijayalakshmi	S	/
27	G1	BATCH - G1	RV BLOCK-307	193119	vishnu chander	rajendran	/ a
28	G1	BATCH - G1	RV BLOCK-307	193123	Yuvasri	Manoharan	/
29	G1	BATCH - G1	RV BLOCK-307	197001	ABARNA	S	/
30	G1	BATCH - G1	RV BLOCK-307	197007	ANBUSELVAN	A	/
31	G1	BATCH - G1	RV BLOCK-307	197009	Aravindh	SP	/
32	G1	BATCH - G1	RV BLOCK-307	197011	Ashwin	AS	/
33	G1	BATCH - G1	RV BLOCK-307	197014	Barani	Raja	/
34	G1	BATCH - G1	RV BLOCK-307	197015	Dinesh	S	/
35	G1	BATCH - G1	RV BLOCK-307	197032	MUFEENAA	A	/
36	G1	BATCH - G1	RV BLOCK-307	197051	srinivashini	v	/
37	G1	BATCH - G1	RV BLOCK-307	197058	VIVEKA	R	/

EFE

Atchaya

S

19.3.19  
Atchaya

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**ATTENDANCE for Training by Six Phrased (2016 - 2020) FROM 20-26TH JUNE 2019**

S.No.	GROUP	BATCH	VENUE FOR THEORY	VENUE FOR LAB	degree	B.No.	first_name	last_name	Attendance
1	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	CSE	191001	Aarthi	Muruganandham	/
2	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	CSE	191039	Jeyachandran	K	/
3	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	CSE	191046	Keerthana	B	/
4	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	CSE	191091	Santosh	Kumar	/
5	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	CSE	191122	KRITHIKA	A	/
6	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ECE	192014	Anushiya	Perumal	/
7	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ECE	192059	KISHOREKUMAR	R	/
8	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ECE	192076	Periyannan	V	/
9	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ECE	192105	Sureshkumar	M	/
10	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ECE	192112	vigneshwaran	R	/
11	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ECE	192119	malarvizhi	B	/
12	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	EEE	193003	AJAY	L	/
13	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	EEE	193004	Ananth	T	/
14	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	EEE	193040	Karthi	Keyan	/
15	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	EEE	193061	Narmatha devi	K	/
16	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	EEE	193065	parthasarathy	A	/
17	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	EEE	193072	precilla poorani	x	/
18	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	EEE	193082	Santhosh	Kumar	/
19	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	EEE	193089	Sharvin	J	/

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S.No.	GROUP	BATCH	VENUE FOR THEORY	VENUE FOR LAB	degree	B.No.	first_name	last_name	Attendance
20	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	EEE	193124	Kalaiyarasan	R	/
21	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	EEE	193126	Perumal Raja	S	/
22	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	EEE	193128	Mathavan	K	/
23	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ICE	195004	Alan	Roddick	/
24	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ICE	195027	Manoj	Kumar	/
25	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ICE	195034	Praba	Karan	/
26	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ICE	195037	Rukmani	Narayanan	/
27	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ICE	195038	Sachin	M	/
28	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ICE	195042	Saranraj	M	/
29	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	ICE	195053	Vimalathithan	A	/
30	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	MECH	196002	ANITH	KUMAR	/
31	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	MECH	196004	Antony	Ruban	/
32	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	MECH	196006	Arun	Senthil	/
33	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	MECH	196008	AZARUDEEN	HABEEB MOHAMED	/
34	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	MECH	196016	Dinesh	Prabhu	/
35	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	MECH	196017	Felix	L	/
36	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	MECH	196019	ganesh	L	/
37	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	MECH	196022	Gyanesh	Waran	/
38	G1	BATCH - H1	RV BLOCK-316	COMMUNICATION LAB	CIVIL	197063	babu	s	/

Date 19/6/2020, L. N. S. K. M. R. - M. S. S. - M. S. S.



**SARANATHAN COLLEGE OF ENGINEERING**  
**TIRUCHIRAPALLI - 12**  
 Training and Placement

**ATTENDANCE for Training by Six Phrased (2016 - 2020) FROM 20-26TH JUNE 2019**

S.No.	GROUP	BATCH	VENUE FOR THEORY	VENUE FOR LAB	degree	B.No.	first_name	last_name	Attendance
1	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192002	Aarthi	L	✓
2	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192016	Archana	N	✓
3	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192020	Claudius Grace	M	✓
4	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192024	Dhanvarshini	M	✓
5	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192026	DINAKARAN	G	✓
6	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192030	Elakeyaa	Venkatesan	✓
7	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192037	Hamshavardni	Gunasekaran	✓
8	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192048	Joseph	Leyans Brighton.B	✓
9	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192049	Joshua	Bennet	✓
10	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192053	Kavitha	Subbaiah	✓
11	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192054	KEERTHANA	A	✓
12	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192066	MANISHANKAR	K	✓
13	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192067	Melvin	Nehemiah	✓
14	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192073	MOHSINA	G	✓
15	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192075	pavithra	v	✓
16	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192078	PREETHA	B	✓
17	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192080	Priya Dharshini	R	✓
18	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192091	SARANYA	P	✓

**SARANATHAN COLLEGE OF ENGINEERING**  
**TIRUCHIRAPALLI - 12**  
**Training and Placement**

**ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019**

S.No.	GROUP	BATCH	VENUE FOR THEORY	VENUE FOR LAB	degree	B.No.	first_name	last_name	Attendance
19	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192092	Saravana kumarar	B	/
20	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192101	Sruthi	Pukalendi	/
21	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192103	Subiksha	S.V	/
22	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ECE	192104	SUNIL KUMAR	M	/
23	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	EEE	193114	Vignesh	S	/
24	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	EEE	193116	vignesh	s	/
25	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	EEE	193120	Viswanathan	Murali	/
26	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ICE	195017	Irfhanna	Ameer.B	/
27	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ICE	195029	Mohamed	Ashik	/
28	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ICE	195047	Subbiah	Srinivasan	/
29	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ICE	195049	Surya	Prakash	/
30	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	ICE	195055	Yaamini	A	/
31	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	MECH	196049	Michael	Harris	/
32	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	MECH	196095	Seenivasan	T	/
33	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	MECH	196100	Srinivash K	Nambi	/
34	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	MECH	196101	Sriram	M	/
35	G2	BATCH - A2	RV BLOCK - 301	COM.LAB-1	MECH	196117	Viswaragavan	N	/

IT 194021 Indukumar R P P   
**Pranav Desai**  
**ANUSKAR A**

**SARANATHAN COLLEGE OF ENGINEERING**  
**TIRUCHIRAPALLI - 12**  
 Training and Placement

**ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019**

S.No.	GROUP	BATCH	VENUE FOR THEORY	VENUE FOR LAB	degree	B.No.	first_name	last_name	Attendance
1	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192022	Deepika	S	1 P
2	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192023	DeviPriya	K	1 P
3	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192027	divya prabha	M	1 P
4	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192028	Divyadharshini	J	1 P
5	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192029	Durga Sri Swethaa	Raghavendran	1 P
6	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192031	Elakkiya	R	1 P
7	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192032	Esther Nisha	K	1 P
8	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192034	Ezhilmani	S	1 P
9	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192036	Gayathri	Rajagopal	1 P
10	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192038	Harikrishnan	V.S	1 P
11	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192039	Haris	Haris	1 P
12	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192040	HEBEYA	V	1 P
13	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192041	Hemamalini	R	1 P
14	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192043	Iswarya	R	1 P
15	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192044	Janani	M	1 P
16	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192047	JERALD	JOEL M	1 P
17	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192050	KANISHKA	M	1 P
18	G2	BATCH - B2	RV BLOCK - 302	COM.LAB-2	ECE	192051	Karundeva	.V	1 P

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

SARANATHAN COLLEGE OF ENGINEERING, TIRUCHIRAPALLI - 12

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	21-FN	21-AN
1	G1	BATCH - A1	CSE	191012	Bala Kumaran G	/	/
2	G1	BATCH - A1	CSE	191014	Beryl Susanna	/	/
3	G1	BATCH - A1	CSE	191015	Bhavadarani M	/	/
4	G1	BATCH - A1	CSE	191018	Brahadambal Senthilvadivelan	/	/
5	G1	BATCH - A1	CSE	191022	Dhinesh Kumar S	/	/
6	G1	BATCH - A1	CSE	191023	Dhivakar S	/	/
7	G1	BATCH - A1	CSE	191026	frank richard	/	/
8	G1	BATCH - A1	CSE	191027	Giridhar K R	/	/
9	G1	BATCH - A1	CSE	191036	Janani R	/	/
10	G1	BATCH - A1	CSE	191050	Kishore Vasanth	/	/
11	G1	BATCH - A1	CSE	191057	Mohamed Nabeem P	/	/
12	G1	BATCH - A1	CSE	191067	Nivetha S	/	/
13	G1	BATCH - A1	CSE	191078	Raaja Vignesh C	/	/
14	G1	BATCH - A1	CSE	191080	Ranjani Kandasamy	/	/
15	G1	BATCH - A1	CSE	191090	Sanjay D	/	/
16	G1	BATCH - A1	CSE	191095	Shivaghama C	/	/
17	G1	BATCH - A1	CSE	191101	SriGopalakrishnan R	/	/
18	G1	BATCH - A1	CSE	191102	SRIRAM S	/	/
19	G1	BATCH - A1	ECE	192010	R. Akilandeshwari	/	/
20	G1	BATCH - A1	ECE	192019	Catherine Joyce	/	/
21	G1	BATCH - A1	EEE	193008	Aravindh Vetri	/	/
22	G1	BATCH - A1	EEE	193014	Booma Ganesan	/	/
23	G1	BATCH - A1	EEE	193021	Dilip R	/	/
24	G1	BATCH - A1	EEE	193024	Ganesan Sekar	/	/
25	G1	BATCH - A1	EEE	193027	Gowtham Kathir	/	/
26	G1	BATCH - A1	EEE	193045	Kowsalya Selvakumar	/	/
27	G1	BATCH - A1	EEE	193047	Lakshmi Sk	/	/
28	G1	BATCH - A1	EEE	193048	Madhumita S	/	/
29	G1	BATCH - A1	EEE	193052	Manish Anand	/	/
30	G1	BATCH - A1	EEE	193064	Nirubhanjali R V	/	/
31	G1	BATCH - A1	EEE	193066	Prabhakaran S	/	/
32	G1	BATCH - A1	EEE	193083	Santhosh R	/	/
33	G1	BATCH - A1	EEE	193093	Sidharth Prasad	/	/
34	G1	BATCH - A1	CIVIL	197003	Abinaya R	/	/
35	G1	BATCH - A1	CIVIL	197066	yuvatharani p	/	/

J.P.P.  
M. Arinthy.

Date: 20.06.19

Name of the Trainer:

112  
G. FORGE

Total Present: 35

Total Absent: 0

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

SARANATHAN COLLEGE OF ENGINEERING, TIRUCHIRAPALLI - 12

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

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S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	21-FN	21-AN
1	G1	BATCH - B1	CSE	191003	Abirami Venkateah		
2	G1	BATCH - B1	CSE	191005	Alagu S		
3	G1	BATCH - B1	CSE	191009	Arun Kumar		
4	G1	BATCH - B1	CSE	191011	Athish G.A		
5	G1	BATCH - B1	CSE	191016	Bhuvanesh Raj S		
6	G1	BATCH - B1	CSE	191017	Bhuvaneshwari Manimuthu		
7	G1	BATCH - B1	CSE	191019	Buvanesh Raj		
8	G1	BATCH - B1	CSE	191020	darshna senthil		
9	G1	BATCH - B1	CSE	191021	Deepashree Mohanraj		
10	G1	BATCH - B1	CSE	191024	Dinesh T	a ✓	a ✓
11	G1	BATCH - B1	CSE	191025	Fouzia Sultan		
12	G1	BATCH - B1	CSE	191029	GOWRI GANEESH		
13	G1	BATCH - B1	CSE	191030	Gowtham Krishna		
14	G1	BATCH - B1	CSE	191031	Harini Ravichandran		
15	G1	BATCH - B1	CSE	191033	Immanuel Irwin		
16	G1	BATCH - B1	CSE	191035	Janani R		
17	G1	BATCH - B1	CSE	191037	Jayashree Selvaraj		
18	G1	BATCH - B1	CSE	191040	joe S		
19	G1	BATCH - B1	CSE	191041	Jothika Sankar		
20	G1	BATCH - B1	CSE	191043	Kaleeswari M		
21	G1	BATCH - B1	CSE	191047	Keerthana S	a ✓	a ✓
22	G1	BATCH - B1	CSE	191048	Keerthana S		
23	G1	BATCH - B1	CSE	191049	Keerthika S		
24	G1	BATCH - B1	CSE	191051	Kisore Subburaman		
25	G1	BATCH - B1	CSE	191052	Madhubala S		
26	G1	BATCH - B1	CSE	191053	Madhumitha K		
27	G1	BATCH - B1	CSE	191059	NANDHA GOPALA KRISHNAN C		
28	G1	BATCH - B1	EEE	193092	Siddharthan M A		
29	G1	BATCH - B1	EEE	193113	vasanth M		
30	G1	BATCH - B1	CIVIL	197004	ahamed asfaq		
31	G1	BATCH - B1	CIVIL	197010	ARUN KUMAR MAHENDRAN		
32	G1	BATCH - B1	CIVIL	197016	Ellakiya Esthar Philip		
33	G1	BATCH - B1	CIVIL	197029	MADHUMITHA J		
34	G1	BATCH - B1	CIVIL	197037	niranjan A		
35	G1	BATCH - B1	CIVIL	197055	vasanth M		

JAHANVIR  
M

Date: 21.6.19

Srinathya Raj's  
Name of the Trainer:

113

33  
Total Present:33 2  
Total Abs:

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

SARANATHAN COLLEGE OF ENGINEERING, TIRUCHIRAPALLI - 12

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

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NIL NIL

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	21-FN	21-AN
1	G1	BATCH - C1	CSE	191061	Nandhini P	/	/
2	G1	BATCH - C1	CSE	191062	Nanthini N	/	/
3	G1	BATCH - C1	CSE	191063	Naveen K.S.R	/	/
4	G1	BATCH - C1	CSE	191065	Nithyasri K	/	/
5	G1	BATCH - C1	CSE	191070	PAVITHRA JAYARAMAN	/	/
6	G1	BATCH - C1	CSE	191071	Pragadeesh P	/	/
7	G1	BATCH - C1	CSE	191072	Prakash V	/	/
8	G1	BATCH - C1	CSE	191073	Prakriti V	/	/
9	G1	BATCH - C1	CSE	191074	PRASANNA KUMAR R	/	/
10	G1	BATCH - C1	CSE	191075	Prasanna Venkatesh R	/	/
11	G1	BATCH - C1	CSE	191076	Priyadarshini S	/	/
12	G1	BATCH - C1	CSE	191079	Rajalakshmi G	/	/
13	G1	BATCH - C1	CSE	191082	Renuka R	/	/
14	G1	BATCH - C1	CSE	191087	Sagul Hameed M	/	/
15	G1	BATCH - C1	CSE	191088	Salini S	/	/
16	G1	BATCH - C1	CSE	191093	Shanmuga priya R	/	/
17	G1	BATCH - C1	CSE	191097	Sivaranjani M	/	/
18	G1	BATCH - C1	CSE	191099	Sona N	/	/
19	G1	BATCH - C1	CSE	191100	Sowmiya S	/	/
20	G1	BATCH - C1	CSE	191103	Subraja V	/	/
21	G1	BATCH - C1	CSE	191105	swathi k	/	/
22	G1	BATCH - C1	CSE	191107	Thenmozhi K	/	/
23	G1	BATCH - C1	CSE	191111	venkat ramanan A.S	/	/
24	G1	BATCH - C1	CSE	191112	Venkatesan K	/	/
25	G1	BATCH - C1	CSE	191114	VINCY JOVITHA A	/	/
26	G1	BATCH - C1	CSE	191115	Vinoth M	/	/
27	G1	BATCH - C1	CSE	191116	Zabin Sharin P	/	/
28	G1	BATCH - C1	CSE	191120	Ajay D	/	/
29	G1	BATCH - C1	EEE	193001	Aadimaathavan Krishnan	/	/
30	G1	BATCH - C1	EEE	193002	Abhirami Venkataramanan	/	/
31	G1	BATCH - C1	EEE	193006	Antony Rozario Gnanaraj	/	/
32	G1	BATCH - C1	EEE	193016	deva dharshini	/	/
33	G1	BATCH - C1	EEE	193018	DHANRAJ B	/	/
34	G1	BATCH - C1	EEE	193030	HARIHARAN S	/	/
35	G1	BATCH - C1	EEE	193032	Hariharan K	/	/

S. Gokul NATHI

SINDHU

Date: 21/06/19

S. Gokul NATHI

Name of the Trainer:

Total Present: 34

Total Absent: 1

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

SARANATHAN COLLEGE OF ENGINEERING, TIRUCHIRAPALLI - 12

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

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NIL NIL

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	21-FN	21-AN
1	G1	BATCH - D1	ECE	192003	abarna A	A.abarna	/
2	G1	BATCH - D1	ECE	192005	Abinaya A	A.abinaya	/
3	G1	BATCH - D1	ECE	192008	Adhilakshmi K.N.M	Adhilakshmi	/
4	G1	BATCH - D1	ECE	192009	Akash k	K. Akash	/
5	G1	BATCH - D1	ECE	192011	Akshaya B	B. Akshaya	/
6	G1	BATCH - D1	ECE	192012	Anantha Krishnan	Anantha	/
7	G1	BATCH - D1	ECE	192013	Anusha S	S. Anusha	/
8	G1	BATCH - D1	ECE	192015	Anusiyaa P	P. Anusiyaa	/
9	G1	BATCH - D1	ECE	192017	Ashif Ameer	A. Ashif	/
10	G1	BATCH - D1	EEE	193031	Hari priya Balaji	B. Hari priya	/
11	G1	BATCH - D1	EEE	193033	Harshini Palanisamy	P. Harshini	/
12	G1	BATCH - D1	EEE	193036	Irshath Ali	K. Irshath	/
13	G1	BATCH - D1	EEE	193042	Keerthana Maruthamuthu	M. Keerthana	/
14	G1	BATCH - D1	EEE	193043	keerthi malini senthil kumar	K. Keerthi	/
15	G1	BATCH - D1	EEE	193051	Manikandan D	D. Manikandan	/
16	G1	BATCH - D1	EEE	193056	Mohamed Nasrullah	N. Mohamed	/
17	G1	BATCH - D1	EEE	193057	Mohamed Suhail A	A. Mohamed	/
18	G1	BATCH - D1	EEE	193059	Monika M	M. Monika	/
19	G1	BATCH - D1	EEE	193060	Nandhini Thanapal	T. Nandhini	/
20	G1	BATCH - D1	EEE	193062	Nethra M	M. Nethra	/
21	G1	BATCH - D1	EEE	193063	NIDHISH TAMILALAGAN	T. Nidhish	/
22	G1	BATCH - D1	EEE	193067	PRADEEP A	A. Pradeep	/
23	G1	BATCH - D1	EEE	193070	Pragatheeswari Ganesan	G. Pragatheeswari	/
24	G1	BATCH - D1	EEE	193074	priyadarshani p	P. Priyadarshani	/
25	G1	BATCH - D1	EEE	193075	CR Ragul	R. Ragul	/
26	G1	BATCH - D1	EEE	193076	Rajendra Prasath.P	P. Rajendra	/
27	G1	BATCH - D1	EEE	193080	Rohit Mallya	M. Rohit	/
28	G1	BATCH - D1	EEE	193081	Sachin S	S. Sachin	/
29	G1	BATCH - D1	EEE	193097	Srinath Govindarajan	G. Srinath	/
30	G1	BATCH - D1	EEE	193098	SRIRAM G	G. Sriram	/
31	G1	BATCH - D1	EEE	193101	Subramanian D	D. Subramanian	/
32	G1	BATCH - D1	EEE	193106	Suruthi S	S. Suruthi	/
33	G1	BATCH - D1	EEE	193112	Valliammai S	S. Valliammai	/
34	G1	BATCH - D1	EEE	193127	santthosh M	M. Santthosh	/
35	G1	BATCH - D1	EEE	193129	N.sethu lakshmanan	N. Sethu	/
36	G1	BATCH - D1	EEE	193130	PRAVEEN KUMAR M	M. Praveen	/
37	G1	BATCH - D1	EEE	193132	MANIKANDAN RAJENDRAN	R. Manikandan	/

P. Chandru

Name of the Trainer:

Total Present: 37

Total Absent: 0

Date: 21/6/19

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

SARANATHAN COLLEGE OF ENGINEERING, TIRUCHIRAPALLI - 12

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

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MIL

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	21-FN	21-AN
1	G1	BATCH - E1	CSE	191002	Aashiq Ahmed	/	/
2	G1	BATCH - E1	CSE	191004	G Ajith Kumar	/	/
3	G1	BATCH - E1	CSE	191007	ANURADHA R	/	/
4	G1	BATCH - E1	CSE	191010	C.ARUNA CHELLAIAH	/	/
5	G1	BATCH - E1	CSE	191034	Ishwarya Sivaraj	/	/
6	G1	BATCH - E1	CSE	191038	Jeba Mary	/	/
7	G1	BATCH - E1	CSE	191042	Jusmitha N	/	/
8	G1	BATCH - E1	CSE	191044	kasthuri Balu	/	/
9	G1	BATCH - E1	CSE	191058	Mohana priya.S	/	/
10	G1	BATCH - E1	CSE	191060	Nandhini E	/	/
11	G1	BATCH - E1	CSE	191064	Nirmal R	/	/
12	G1	BATCH - E1	CSE	191069	Oviya R	/	/
13	G1	BATCH - E1	CSE	191083	RESHMAFATHIMA S	/	/
14	G1	BATCH - E1	CSE	191094	Sheebha Agnes C	/	/
15	G1	BATCH - E1	CSE	191098	Sivasankari R	/	/
16	G1	BATCH - E1	CSE	191104	Suhail Yusuff Azees	/	/
17	G1	BATCH - E1	CSE	191108	Uma maheswari T	/	/
18	G1	BATCH - E1	CSE	191109	Vaishnavi M	/	/
19	G1	BATCH - E1	CSE	191113	Vignesh K	/	/
20	G1	BATCH - E1	CSE	191119	Surya Prakash	/	/
21	G1	BATCH - E1	CSE	191121	Veeraragavan B	/	/
22	G1	BATCH - E1	ECE	192018	Bharathi p	/	/
23	G1	BATCH - E1	ECE	192035	Ganesh R	/	/
24	G1	BATCH - E1	ECE	192070	Mohamed Aashik	/	/
25	G1	BATCH - E1	EEE	193009	Arulraja K	/	/
26	G1	BATCH - E1	EEE	193011	BALAJI N	/	/
27	G1	BATCH - E1	EEE	193013	BHUVANESWARI S	/	/
28	G1	BATCH - E1	CIVIL	197005	S.M.Ajith Kumar	/	/
29	G1	BATCH - E1	CIVIL	197008	ARAVINDH AL	/	/
30	G1	BATCH - E1	CIVIL	197013	Bala subramanian P	/	/
31	G1	BATCH - E1	CIVIL	197021	Harshitha M	/	/
32	G1	BATCH - E1	CIVIL	197033	Nanthini Balasubramanian	/	/
33	G1	BATCH - E1	CIVIL	197038	nivetha senthil kumar	/	/
34	G1	BATCH - E1	CIVIL	197041	Preetha Rajen	/	/
35	G1	BATCH - E1	CIVIL	197044	Sadeesh P	/	/
36	G1	BATCH - E1	CIVIL	197049	Sivagamasundari E	/	/
37	G1	BATCH - E1	CIVIL	197062	Vijaya shanthi R	/	/

R. Ajith Kumar  
R. Diya R

Date:

Name of the Trainer:

Total Present:

Total Absent:



## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

SARANATHAN COLLEGE OF ENGINEERING, TIRUCHIRAPALLI - 12

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

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2

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S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	21-FN	21-AN
1	G1	BATCH - F1	ECE	192077	Prathiba Ramesh kumar	✓	/
2	G1	BATCH - F1	ECE	192086	RUCKMANI S	✓	/
3	G1	BATCH - F1	EEE	193015	Chandramohan P	✓	/
4	G1	BATCH - F1	EEE	193017	Devi sri J	✓	/
5	G1	BATCH - F1	EEE	193019	Dharshini Rajkumar	✓	/
6	G1	BATCH - F1	EEE	193022	dinesh kumar	✓	/
7	G1	BATCH - F1	EEE	193023	eswar m	✓	/
8	G1	BATCH - F1	EEE	193025	Ganeshkumar V	✓	/
9	G1	BATCH - F1	EEE	193026	Gokul nath A J	✓	/
10	G1	BATCH - F1	EEE	193028	Guhan R	✓	/
11	G1	BATCH - F1	EEE	193029	Guruprasad Kanchamalainathan	Ⓐ	Ⓐ
12	G1	BATCH - F1	EEE	193034	Hemadharshini G.v	✓	/
13	G1	BATCH - F1	EEE	193035	Indhu Ramachandran	✓	/
14	G1	BATCH - F1	EEE	193037	Joicy Johnson	✓	/
15	G1	BATCH - F1	EEE	193039	Karthick Karthick	✓	/
16	G1	BATCH - F1	EEE	193041	Keerthana D	✓	/
17	G1	BATCH - F1	EEE	193044	Kishore Kumar	✓	/
18	G1	BATCH - F1	EEE	193049	Madhuranthagi Thirumavalavan	✓	/
19	G1	BATCH - F1	EEE	193053	Meenatchi Varadharajan	✓	/
20	G1	BATCH - F1	EEE	193054	Megadharshini Sundharrasu	✓	/
21	G1	BATCH - F1	EEE	193055	Mohamed Faizal	✓	/
22	G1	BATCH - F1	EEE	193058	Mohamed Ameenullah	✓	/
23	G1	BATCH - F1	EEE	193069	pradeepa L	✓	/
24	G1	BATCH - F1	EEE	193071	Prasanth M	✓	/
25	G1	BATCH - F1	EEE	193077	Ramapraba G	✓	/
26	G1	BATCH - F1	EEE	193079	R Rishikesh kumar	✓	/
27	G1	BATCH - F1	EEE	193084	Saranya G	✓	/
28	G1	BATCH - F1	EEE	193085	sathya uma	✓	/
29	G1	BATCH - F1	EEE	193086	selvashanthini s	✓	/
30	G1	BATCH - F1	EEE	193087	shabash khan H	✓	/
31	G1	BATCH - F1	EEE	193088	Shahanaz Mariyam.m	✓	/
32	G1	BATCH - F1	EEE	193090	shree haarrini s	✓	/
33	G1	BATCH - F1	EEE	193091	Shyam Antoni	✓	/
34	G1	BATCH - F1	EEE	193094	sivapriya s	✓	/
35	G1	BATCH - F1	EEE	193095	Sophiya Josephine A	Ⓐ	Ⓐ
36	G1	BATCH - F1	EEE	193096	Soundharya Selvaraj	✓	/
37	G1	BATCH - F1	EEE	193099	Subashree B	✓	/

N. Chakravarthy N  
21/06/19

S. Barthelemy  
21/06/19

Date:

Name of the Trainer: Total Present:

Total Absent:

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

SARANATHAN COLLEGE OF ENGINEERING, TIRUCHIRAPALLI - 12

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

307

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	21-FN	21-AN
1	G1	BATCH - G1	CSE	191006	AMBARISH PK	A	A
2	G1	BATCH - G1	CSE	191008	ARAVIND APARAJITH K	/	/
3	G1	BATCH - G1	CSE	191045	KAVYA PRIYADHARSHINI S	/	/
4	G1	BATCH - G1	CSE	191055	MANIKANDAN E	/	/
5	G1	BATCH - G1	CSE	191092	SELVA PRIYA R	A	A
6	G1	BATCH - G1	CSE	191106	THAYALAN GR	A	A
7	G1	BATCH - G1	ECE	192007	ABINAYA M	/	/
8	G1	BATCH - G1	ECE	192021	Deepika K	/	/
9	G1	BATCH - G1	ECE	192045	Jananie Nadarajahpillai	/	/
10	G1	BATCH - G1	ECE	192056	Keerthani P	/	/
11	G1	BATCH - G1	ECE	192057	Kesavan A	/	/
12	G1	BATCH - G1	ECE	192063	V.Maglin Fathima victor	/	/
13	G1	BATCH - G1	ECE	192071	MOHAMMED JAVITH A	/	/
14	G1	BATCH - G1	ECE	192072	MOHANRAJ P	/	/
15	G1	BATCH - G1	ECE	192081	PRIYADHARSHINI G	/	/
16	G1	BATCH - G1	ECE	192087	Sandhiya S	/	/
17	G1	BATCH - G1	ECE	192097	Shanmuga Priya R	/	/
18	G1	BATCH - G1	ECE	192099	silambarasi e	/	/
19	G1	BATCH - G1	EEE	193100	subhiksha k	/	/
20	G1	BATCH - G1	EEE	193103	Suganya N	/	/
21	G1	BATCH - G1	EEE	193104	Sundhara lakshmi R	/	/
22	G1	BATCH - G1	EEE	193105	suruthi j s	/	/
23	G1	BATCH - G1	EEE	193108	Swarnasri M	/	/
24	G1	BATCH - G1	EEE	193109	Swetha Ravi	/	/
25	G1	BATCH - G1	EEE	193111	Therasa Mettilda	/	/
26	G1	BATCH - G1	EEE	193117	Vijayalakshmi S	/	/
27	G1	BATCH - G1	EEE	193119	vishnu chander rajendran	A	A
28	G1	BATCH - G1	EEE	193123	Yuvasri Manoharan	/	/
29	G1	BATCH - G1	CIVIL	197001	ABARNA S	/	/
30	G1	BATCH - G1	CIVIL	197007	ANBUSELVAN A	/	/
31	G1	BATCH - G1	CIVIL	197009	Aravindh SP	/	/
32	G1	BATCH - G1	CIVIL	197011	Ashwin AS	A	A
33	G1	BATCH - G1	CIVIL	197014	Barani Raja	/	/
34	G1	BATCH - G1	CIVIL	197015	Dinesh S	/	/
35	G1	BATCH - G1	CIVIL	197032	MUFEENAA A	/	/
36	G1	BATCH - G1	CIVIL	197051	srinivashini v	/	/
37	G1	BATCH - G1	CIVIL	197058	VIVEKA R	/	/
38	G1	BATCH - G1	EEE	193010	ATCHAYA, S - (Add on 26.6.2019)	/	/

Date: June 27, 2019

Name of the Trainer: Anuska

Total Present: 33

Total Absent: 5

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

SARANATHAN COLLEGE OF ENGINEERING, TIRUCHIRAPALLI - 12

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

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A 2

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	21-FN	21-AN
1	G1	BATCH - H1	CSE	191001	Aarthi Muruganandham	P	/
2	G1	BATCH - H1	CSE	191039	Jeyachandran K	P	/
3	G1	BATCH - H1	CSE	191046	Keerthana B	P	/
4	G1	BATCH - H1	CSE	191091	Santosh Kumar	P	/
5	G1	BATCH - H1	CSE	191122	KRITHIKA A	(a)	a
6	G1	BATCH - H1	ECE	192014	Anushiya Perumal	P	/
7	G1	BATCH - H1	ECE	192059	KISHOREKUMAR R	(P)	/
8	G1	BATCH - H1	ECE	192076	Periyannan V	P	/
9	G1	BATCH - H1	ECE	192105	Sureshkumar M	P	/
10	G1	BATCH - H1	ECE	192112	vigneshwaran R	P	/
11	G1	BATCH - H1	ECE	192119	malarvizhi B	P	/
12	G1	BATCH - H1	EEE	193003	AJAY L	P	/
13	G1	BATCH - H1	EEE	193004	Ananth T	P	/
14	G1	BATCH - H1	EEE	193040	Karthi Keyan	P	/
15	G1	BATCH - H1	EEE	193061	Narmatha devi K	P	/
16	G1	BATCH - H1	EEE	193065	parthasarathy A	P	/
17	G1	BATCH - H1	EEE	193072	precilla poorani x	P	/
18	G1	BATCH - H1	EEE	193082	Santhosh Kumar	P	/
19	G1	BATCH - H1	EEE	193089	Sharvin J	P	/
20	G1	BATCH - H1	EEE	193124	Kalaiyarasan R	P	/
21	G1	BATCH - H1	EEE	193126	Perumal Raja S	P	/
22	G1	BATCH - H1	EEE	193128	Mathavan K	P	/
23	G1	BATCH - H1	ICE	195004	Alan Roddick	P	/
24	G1	BATCH - H1	ICE	195027	Manoj Kumar	(a)	/
25	G1	BATCH - H1	ICE	195034	Praba Karan	P	/
26	G1	BATCH - H1	ICE	195037	Rukmani Narayanan	P	/
27	G1	BATCH - H1	ICE	195038	Sachin M	(a)	a
28	G1	BATCH - H1	ICE	195042	Saranraj M	(P)	/
29	G1	BATCH - H1	ICE	195053	Vimalathithan A	P	/
30	G1	BATCH - H1	MECH	196002	ANITH KUMAR	P	/
31	G1	BATCH - H1	MECH	196004	Antony Ruban	P	/
32	G1	BATCH - H1	MECH	196006	Arun Senthil	(a)	/
33	G1	BATCH - H1	MECH	196008	AZARUDEEN HABEEB MOHAMED	P	/
34	G1	BATCH - H1	MECH	196016	Dinesh Prabhu	P	/
35	G1	BATCH - H1	MECH	196017	Felix L	P	/
36	G1	BATCH - H1	MECH	196019	ganesh L	P	/
37	G1	BATCH - H1	MECH	196022	Gyanesh Waran	P	/
38	G1	BATCH - H1	CIVIL	197063	babu s	P	/
39	G1	BATCH - H1	MECH	196032	KARTHIKEYAN, R. (Add on 26.6.2019)	P	/

Date: 21/06/2019

K. Bhavandharan

Name of the Trainer:

Noeda

Total Present:

33/37

Dr. Deepa

3/37

Total Absent:

06/37

SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI - 12  
Training and Placement

Lab-1 301  
MIL  
NML

SARANATHAN COLLEGE OF ENGINEERING, TIRUCHIRAPALLI - 12

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	21-FN	21-AN
1	G2	BATCH - A2	ECE	192002	Aarthi L	/	/
2	G2	BATCH - A2	ECE	192016	Archana N	/	/
3	G2	BATCH - A2	ECE	192020	Claudius Grace M	/	/
4	G2	BATCH - A2	ECE	192024	Dhanvarshini M	/	/
5	G2	BATCH - A2	ECE	192026	DINAKARAN G	/	/
6	G2	BATCH - A2	ECE	192030	Elakeyaa Venkatesan	/	/
7	G2	BATCH - A2	ECE	192037	Hamshavardni Gunasekaran	/	/
8	G2	BATCH - A2	ECE	192048	Joseph Leyans Brighton.B	/	/
9	G2	BATCH - A2	ECE	192049	Joshua Bennet	/	/
10	G2	BATCH - A2	ECE	192053	Kavitha Subbaiah	/	/
11	G2	BATCH - A2	ECE	192054	KEERTHANA A	/	/
12	G2	BATCH - A2	ECE	192066	MANISHANKAR K	/	/
13	G2	BATCH - A2	ECE	192067	Melvin Nehemiah	/	/
14	G2	BATCH - A2	ECE	192073	MOHSINA G	/	/
15	G2	BATCH - A2	ECE	192075	pavithra v	/	/
16	G2	BATCH - A2	ECE	192078	PREETHA B	/	/
17	G2	BATCH - A2	ECE	192080	Priya Dharshini R	/	/
18	G2	BATCH - A2	ECE	192091	SARANYA P	/	/
19	G2	BATCH - A2	ECE	192092	Saravana kumaran B	/	/
20	G2	BATCH - A2	ECE	192101	Sruthi Pukalendi	/	/
21	G2	BATCH - A2	ECE	192103	Subiksha S.V	/	/
22	G2	BATCH - A2	ECE	192104	SUNIL KUMAR M	/	/
23	G2	BATCH - A2	EEE	193114	Vignesh S	/	/
24	G2	BATCH - A2	EEE	193116	vignesh s	/	/
25	G2	BATCH - A2	EEE	193120	Viswanathan Murali	/	/
26	G2	BATCH - A2	ICE	195017	Irfhanna Ameer.B	/	/
27	G2	BATCH - A2	ICE	195029	Mohamed Ashik	/	/
28	G2	BATCH - A2	ICE	195047	Subbiah Srinivasan	/	/
29	G2	BATCH - A2	ICE	195049	Surya Prakash	/	/
30	G2	BATCH - A2	ICE	195055	Yaamini A	/	/
31	G2	BATCH - A2	MECH	196049	Michael Harris	/	/
32	G2	BATCH - A2	MECH	196095	Seenivasan T	/	/
33	G2	BATCH - A2	MECH	196100	Srinivash K Nambi	/	/
34	G2	BATCH - A2	MECH	196101	Sriram M	/	/
35	G2	BATCH - A2	MECH	196117	Viswaragavan N	/	/
36	G2	BATCH - A2	IT	194021	INDUMATHY. R	/	/

37 G2 BATCH - A2 IT

P. Anitha  
Aravindhan  
A. Anitha

SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI - 12  
Training and Placement

F.Y. LAB

SARANATHAN COLLEGE OF ENGINEERING, TIRUCHIRAPALLI - 12  
ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	21-FN	21-AN
1	G2	BATCH - G2	EEE	193125	SHANMUGARAJESHWARAN M	/	/
2	G2	BATCH - G2	IT	194003	Abinaya Balasubramanian	/	/
3	G2	BATCH - G2	IT	194010	ANIRVAN VINOD	/	/
4	G2	BATCH - G2	IT	194014	Chandraleka P	/	/
5	G2	BATCH - G2	IT	194016	Ejas Ahmed	/	/
6	G2	BATCH - G2	IT	194017	Hariharan S	/	/
7	G2	BATCH - G2	IT	194023	Jenifer Infanta	/	/
8	G2	BATCH - G2	IT	194027	keerthana kuppusamy	/	/
9	G2	BATCH - G2	IT	194029	Lakshmi Rathnaa M	/	/
10	G2	BATCH - G2	IT	194030	Mathi manju	/	/
11	G2	BATCH - G2	IT	194032	Mushthak Ahamed	/	/
12	G2	BATCH - G2	IT	194035	pradeep A	/	/
13	G2	BATCH - G2	IT	194037	praveen baskar	/	/
14	G2	BATCH - G2	IT	194038	Priyadharshini M	/	/
15	G2	BATCH - G2	IT	194040	Ramaprabha Raman	/	/
16	G2	BATCH - G2	IT	194041	Ramya P	/	/
17	G2	BATCH - G2	IT	194042	Saranya Vaithiyanathan	/	/
18	G2	BATCH - G2	IT	194052	Susmitha T.B	/	/
19	G2	BATCH - G2	IT	194061	rakesh r	/	/
20	G2	BATCH - G2	MECH	196005	ARUN PRAKASH G	/	/
21	G2	BATCH - G2	MECH	196023	Harish K	/	/
22	G2	BATCH - G2	MECH	196024	Harish Ravikumar	/	/
23	G2	BATCH - G2	MECH	196029	kalaiyaran e	/	/
24	G2	BATCH - G2	MECH	196030	Kandha Vel	/	/
25	G2	BATCH - G2	MECH	196044	MANIKANDAN S	⊙ P	/
26	G2	BATCH - G2	MECH	196051	mohan ram	/	/
27	G2	BATCH - G2	MECH	196053	K.Mullai Vendan	/	/
28	G2	BATCH - G2	MECH	196054	Muthu Kumar	⊙ P	/
29	G2	BATCH - G2	MECH	196070	RAGUL J	/	/
30	G2	BATCH - G2	MECH	196077	RAMYA S	/	/
31	G2	BATCH - G2	MECH	196082	SAIKIRAN M	/	/
32	G2	BATCH - G2	MECH	196111	VIGNESHWARAN J	a	⊙
33	G2	BATCH - G2	MECH	196128	prasanna m	/	/
34	G2	BATCH - G2	MECH	196133	Radha R	/	/
35	G2	BATCH - G2	MECH	196140	vignesh .M	/	/
36	G2	BATCH - G2	MECH	196149	Vignesh M	/	/
37	G2	BATCH - G2	MECH	196151	MURALI THARAN	a	/
38	G2	BATCH - G2	EEE	193012	BECCA R - (ADD ON 20.6.2019)	/	/

R. Jeyaraj  
Divya

⊙

Date:

Name of the Trainer:

Total Present:

Total Absent:

22.06.19

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-1 (01) (01)

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G2	BATCH - A2	ECE	192002	Aarthi L	/	/
2	G2	BATCH - A2	ECE	192016	Archana N	/	/
3	G2	BATCH - A2	ECE	192020	Claudius Grace M	/	/
4	G2	BATCH - A2	ECE	192024	Dhanvarshini M	/	/
5	G2	BATCH - A2	ECE	192026	DINAKARAN G	/	/
6	G2	BATCH - A2	ECE	192030	Elakeyaa Venkatesan	/	/
7	G2	BATCH - A2	ECE	192037	Hamshavardni Gunasekaran	/	/
8	G2	BATCH - A2	ECE	192048	Joseph Leyans Brighton.B	/	/
9	G2	BATCH - A2	ECE	192049	Joshua Bennet	/	/
10	G2	BATCH - A2	ECE	192053	Kavitha Subbaiah	/	/
11	G2	BATCH - A2	ECE	192054	KEERTHANA A	/	/
12	G2	BATCH - A2	ECE	192066	MANISHANKAR K	/	/
13	G2	BATCH - A2	ECE	192067	Melvin Nehemiah	/	/
14	G2	BATCH - A2	ECE	192073	MOHSINA G	/	/
15	G2	BATCH - A2	ECE	192075	pavithra v	(A)	(A)
16	G2	BATCH - A2	ECE	192078	PREETHA B	/	/
17	G2	BATCH - A2	ECE	192080	Priya Dharshini R	/	/
18	G2	BATCH - A2	ECE	192091	SARANYA P	/	/
19	G2	BATCH - A2	ECE	192092	Saravana kumaran B	/	/
20	G2	BATCH - A2	ECE	192101	Sruthi Pukalendi	/	/
21	G2	BATCH - A2	ECE	192103	Subiksha S.V	/	/
22	G2	BATCH - A2	ECE	192104	SUNIL KUMAR M	/	/
23	G2	BATCH - A2	EEE	193114	Vignesh S	/	/
24	G2	BATCH - A2	EEE	193116	vignesh s	/	/
25	G2	BATCH - A2	EEE	193120	Viswanathan Murali	/	/
26	G2	BATCH - A2	ICE	195017	Irfhanna Ameer.B	/	/
27	G2	BATCH - A2	ICE	195029	Mohamed Ashik	/	/
28	G2	BATCH - A2	ICE	195047	Subbiah Srinivasan	/	/
29	G2	BATCH - A2	ICE	195049	Surya Prakash	/	/
30	G2	BATCH - A2	ICE	195055	Yaamini A	/	/
31	G2	BATCH - A2	MECH	196049	Michael Harris	/	/
32	G2	BATCH - A2	MECH	196095	Seenivasan T	/	/
33	G2	BATCH - A2	MECH	196100	Srinivash K Nambi	/	/
34	G2	BATCH - A2	MECH	196101	Sriram M	/	/
35	G2	BATCH - A2	MECH	196117	Viswaragavan N	/	/
36	G2	BATCH - A2	IT	194021	INDUMATHY. R	/	/

22/6/19 (A)

Date: 22/June/19

Name of the Trainer: ANUSHA R

Total Present: 35

Total Absent: 1

22.06.19

P. Y. Com. Lab  
10027  
06  
05

## ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	ni
1	G2	BATCH - G2	EEE	193125	SHANMUGARAJESHWARAN M	/	/
2	G2	BATCH - G2	IT	194003	Abinaya Balasubramanian	/	/
3	G2	BATCH - G2	IT	194010	ANIRVAN VINOD	/	/
4	G2	BATCH - G2	IT	194014	Chandraleka P	/	/
5	G2	BATCH - G2	IT	194016	Ejas Ahmed	/	/
6	G2	BATCH - G2	IT	194017	Hariharan S	/	/
7	G2	BATCH - G2	IT	194023	Jenifer Infanta	/	/
8	G2	BATCH - G2	IT	194027	keerthana kuppusamy	/	/
9	G2	BATCH - G2	IT	194029	Lakshmi Rathnaa M	/	/
10	G2	BATCH - G2	IT	194030	Mathi manju	/	/
11	G2	BATCH - G2	IT	194032	Mushthak Ahamed	/	/
12	G2	BATCH - G2	IT	194035	pradeep A	/	/
13	G2	BATCH - G2	IT	194037	praveen baskar	/	/
14	G2	BATCH - G2	IT	194038	Priyadharshini M	/	/
15	G2	BATCH - G2	IT	194040	Ramaprabha Raman	/	/
16	G2	BATCH - G2	IT	194041	Ramya P	/	/
17	G2	BATCH - G2	IT	194042	Saranya Vaithiyanathan	/	/
18	G2	BATCH - G2	IT	194052	Susmitha T.B	/	/
19	G2	BATCH - G2	IT	194061	rakesh r	/	/
20	G2	BATCH - G2	MECH	196005	ARUN PRAKASH G	(a)	(a)
21	G2	BATCH - G2	MECH	196023	Harish K	(a)	(a)
22	G2	BATCH - G2	MECH	196024	Harish Ravikumar	(a)	(a)
23	G2	BATCH - G2	MECH	196029	kalaiyarasan e	/	(a)
24	G2	BATCH - G2	MECH	196030	Kandha Vel	/	/
25	G2	BATCH - G2	MECH	196044	MANIKANDAN S	/	/
26	G2	BATCH - G2	MECH	196051	mohan ram	/	/
27	G2	BATCH - G2	MECH	196053	K.Mullai Vendan	/	/
28	G2	BATCH - G2	MECH	196054	Muthu Kumar	/	/
29	G2	BATCH - G2	MECH	196070	RAGUL J	/	/
30	G2	BATCH - G2	MECH	196077	RAMYA S	/	/
31	G2	BATCH - G2	MECH	196082	SAIKIRAN M	/	/
32	G2	BATCH - G2	MECH	196111	VIGNESHWARAN J	(a)	(a)
33	G2	BATCH - G2	MECH	196128	prasanna m	/	/
34	G2	BATCH - G2	MECH	196133	Radha R	/	/
35	G2	BATCH - G2	MECH	196140	vignesh .M	(a)	/
36	G2	BATCH - G2	MECH	196149	Vignesh M	/	/
37	G2	BATCH - G2	MECH	196151	MURALI THARAN	(a)	(a)
38	G2	BATCH - G2	EEE	199012	BECCA R - (ADD ON 20.6.2019)	/	/

Date:

Name of the Trainer: K. Bhuvanachandran

Total Present: 32

Total Absent: 6

22.06.19

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

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02

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G1	BATCH - H1	CSE	191001	Aarthi Muruganandham		/
2	G1	BATCH - H1	CSE	191039	Jeyachandran K		/
3	G1	BATCH - H1	CSE	191046	Keerthana B		/
4	G1	BATCH - H1	CSE	191091	Santosh Kumar		/
5	G1	BATCH - H1	CSE	191122	KRITHIKA A		/
6	G1	BATCH - H1	ECE	192014	Anushiya Perumal		/
7	G1	BATCH - H1	ECE	192059	KISHOREKUMAR R	(a)	(a)
8	G1	BATCH - H1	ECE	192076	Periyannan V		/
9	G1	BATCH - H1	ECE	192105	Sureshkumar M		/
10	G1	BATCH - H1	ECE	192112	vigneshwaran R		/
11	G1	BATCH - H1	ECE	192119	malarvizhi B		/
12	G1	BATCH - H1	EEE	193003	AJAY L		/
13	G1	BATCH - H1	EEE	193004	Ananth T		/
14	G1	BATCH - H1	EEE	193040	Karthi Keyan		/
15	G1	BATCH - H1	EEE	193061	Narmatha devi K		/
16	G1	BATCH - H1	EEE	193065	parthasarathy A		/
17	G1	BATCH - H1	EEE	193072	precilla poorani x		/
18	G1	BATCH - H1	EEE	193082	Santhosh Kumar		/
19	G1	BATCH - H1	EEE	193089	Sharvin J		/
20	G1	BATCH - H1	EEE	193124	Kalaiyarsan R		/
21	G1	BATCH - H1	EEE	193126	Perumal Raja S		/
22	G1	BATCH - H1	EEE	193128	Mathavan K		/
23	G1	BATCH - H1	ICE	195004	Alan Roddick		/
24	G1	BATCH - H1	ICE	195027	Manoj Kumar	(a)	/
25	G1	BATCH - H1	ICE	195034	Praba Karan		/
26	G1	BATCH - H1	ICE	195037	Rukmani Narayanan		/
27	G1	BATCH - H1	ICE	195038	Sachin M		/
28	G1	BATCH - H1	ICE	195042	Saranraj M	(a)	/
29	G1	BATCH - H1	ICE	195053	Vimalathithan A		/
30	G1	BATCH - H1	MECH	196002	ANITH KUMAR		/
31	G1	BATCH - H1	MECH	196004	Antony Ruban		/
32	G1	BATCH - H1	MECH	196006	Arun Senthil	/	/
33	G1	BATCH - H1	MECH	196008	AZARUDEEN HABEEB MOHAMED		/
34	G1	BATCH - H1	MECH	196016	Dinesh Prabhu		/
35	G1	BATCH - H1	MECH	196017	Felix L		/
36	G1	BATCH - H1	MECH	196019	ganesh L		/
37	G1	BATCH - H1	MECH	196022	Gyanesh Waran		/
38	G1	BATCH - H1	CIVIL	197063	babu s		/
39	G1	BATCH - H1	MECH	196032	KARTHIKEYAN. R - (Add on 26.6.2019)	AB	(a)

02

Date: 22-06-19

Saranathan Raj  
Name of the Trainer:37  
Total Present:2  
Total Absent:



22.06.19

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

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05  
03

ATTENDANCE for Training by Six Pharse (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G1	BATCH - G1	CSE	191006	AMBARISH PK	①	①
2	G1	BATCH - G1	CSE	191008	ARAVIND APARAJITH K	/	/
3	G1	BATCH - G1	CSE	191045	KAVYA PRIYADHARSHINI S	/	/
4	G1	BATCH - G1	CSE	191055	MANIKANDAN E	/	/
5	G1	BATCH - G1	CSE	191092	SELVA PRIYA R	①	①
6	G1	BATCH - G1	CSE	191106	THAYALAN GR	①	①
7	G1	BATCH - G1	ECE	192007	ABINAYA M	/	/
8	G1	BATCH - G1	ECE	192021	Deepika K	/	/
9	G1	BATCH - G1	ECE	192045	Jananie Nadarajahpillai	/	/
10	G1	BATCH - G1	ECE	192056	Keerthani P	/	/
11	G1	BATCH - G1	ECE	192057	Kesavan A	/	/
12	G1	BATCH - G1	ECE	192063	V.Maglin Fathima victor	/	/
13	G1	BATCH - G1	ECE	192071	MOHAMMED JAVITH A	/	/
14	G1	BATCH - G1	ECE	192072	MOHANRAJ P	/	/
15	G1	BATCH - G1	ECE	192081	PRIYADHARSHINI G	/	/
16	G1	BATCH - G1	ECE	192087	Sandhiya S	/	/
17	G1	BATCH - G1	ECE	192097	Shanmuga Priya R	/	/
18	G1	BATCH - G1	ECE	192099	silambarasi e	/	/
19	G1	BATCH - G1	EEE	193100	subhiksha k	/	/
20	G1	BATCH - G1	EEE	193103	Suganya N	/	/
21	G1	BATCH - G1	EEE	193104	Sundhara lakshmi R	/	/
22	G1	BATCH - G1	EEE	193105	suruthi j s	/	/
23	G1	BATCH - G1	EEE	193108	Swarnasri M	/	/
24	G1	BATCH - G1	EEE	193109	Swetha Ravi	/	/
25	G1	BATCH - G1	EEE	193111	Therasa Mettilda	①	/
26	G1	BATCH - G1	EEE	193117	Vijayalakshmi S	/	/
27	G1	BATCH - G1	EEE	193119	vishnu chander rajendran	①	/
28	G1	BATCH - G1	EEE	193123	Yuvasri Manoharan	/	/
29	G1	BATCH - G1	CIVIL	197001	ABARNA S	/	/
30	G1	BATCH - G1	CIVIL	197007	ANBUSELVAN A	/	/
31	G1	BATCH - G1	CIVIL	197009	Aravindh SP	/	/
32	G1	BATCH - G1	CIVIL	197011	Ashwin AS	/	/
33	G1	BATCH - G1	CIVIL	197014	Barani Raja	/	/
34	G1	BATCH - G1	CIVIL	197015	Dinesh S	/	/
35	G1	BATCH - G1	CIVIL	197032	MUFEENAA A	/	/
36	G1	BATCH - G1	CIVIL	197051	srinivashini v	/	/
37	G1	BATCH - G1	CIVIL	197058	VIVEKA R	/	/
38	G1	BATCH - G1	EEE	193010	ATCHAYA, S - (Add on 26.6.2019)	/	/

Date: 22.06.19

Name of the Trainer: K. Shanmugha

Total Present: 35

Total Absent: 3

22.06.19.

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

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01  
01

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G1	BATCH - A1	CSE	191012	Bala Kumaran G	/	/
2	G1	BATCH - A1	CSE	191014	Beryl Susanna	/	/
3	G1	BATCH - A1	CSE	191015	Bhavadarani M	/	/
4	G1	BATCH - A1	CSE	191018	Brahadambal Senthilvadelan	/	/
5	G1	BATCH - A1	CSE	191022	Dhinesh Kumar S	/	/
6	G1	BATCH - A1	CSE	191023	Dhivakar S	a	a
7	G1	BATCH - A1	CSE	191026	frank richard	/	/
8	G1	BATCH - A1	CSE	191027	Giridhar K R	/	/
9	G1	BATCH - A1	CSE	191036	Janani R	/	/
10	G1	BATCH - A1	CSE	191050	Kishore Vasanth	/	/
11	G1	BATCH - A1	CSE	191057	Mohamed Nabeem P	/	/
12	G1	BATCH - A1	CSE	191067	Nivetha S	/	/
13	G1	BATCH - A1	CSE	191078	Raaja Vignesh C	/	/
14	G1	BATCH - A1	CSE	191080	Ranjani Kandasamy	/	/
15	G1	BATCH - A1	CSE	191090	Sanjay D	/	/
16	G1	BATCH - A1	CSE	191095	Shivaghami C	/	/
17	G1	BATCH - A1	CSE	191101	SriGopalakrishnan R	/	/
18	G1	BATCH - A1	CSE	191102	SRIRAM S	/	/
19	G1	BATCH - A1	ECE	192010	R. Akilandeshwari	/	/
20	G1	BATCH - A1	ECE	192019	Catherine Joyce	/	/
21	G1	BATCH - A1	EEE	193008	Aravindh Vetri	/	/
22	G1	BATCH - A1	EEE	193014	Booma Ganesan	/	/
23	G1	BATCH - A1	EEE	193021	Dilip R	/	/
24	G1	BATCH - A1	EEE	193024	Ganesan Sekar	/	/
25	G1	BATCH - A1	EEE	193027	Gowtham Kathir	/	/
26	G1	BATCH - A1	EEE	193045	Kowsalya Selvakumar	/	/
27	G1	BATCH - A1	EEE	193047	Lakshmi Sk	/	/
28	G1	BATCH - A1	EEE	193048	Madhumita S	/	/
29	G1	BATCH - A1	EEE	193052	Manish Anand	/	/
30	G1	BATCH - A1	EEE	193064	Nirubhanjali R V	/	/
31	G1	BATCH - A1	EEE	193066	Prabhakaran S	/	/
32	G1	BATCH - A1	EEE	193083	Santhosh R	/	/
33	G1	BATCH - A1	EEE	193093	Sidharth Prasad	/	/
34	G1	BATCH - A1	CIVIL	197003	Abinaya R	/	/
35	G1	BATCH - A1	CIVIL	197066	yuvatharani p	/	/

12/20/2019  
20/20/2019

Date: 22 June 19

Name of the Trainer:

Total Present:

Total Absent:

A.N ANUSHKA.R

34

22.06.19

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

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04  
03

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	EN	EN
1	G1	BATCH - B1	CSE	191003	Abirami Venkateah	/	/
2	G1	BATCH - B1	CSE	191005	Alagu S	/	/
3	G1	BATCH - B1	CSE	191009	Arun Kumar	/	/
4	G1	BATCH - B1	CSE	191011	Athish G.A	/	/
5	G1	BATCH - B1	CSE	191016	Bhuvanesh Raj S	/	/
6	G1	BATCH - B1	CSE	191017	Bhuvaneshwari Manimuthu	/	/
7	G1	BATCH - B1	CSE	191019	Buvanesh Raj	/	/
8	G1	BATCH - B1	CSE	191020	darshna senthil	/	/
9	G1	BATCH - B1	CSE	191021	Deepashree Mohanraj	/	/
10	G1	BATCH - B1	CSE	191024	Dinesh T	(a)	(A)
11	G1	BATCH - B1	CSE	191025	Fouzia Sultan	/	/
12	G1	BATCH - B1	CSE	191029	GOWRI GANEESH	/	/
13	G1	BATCH - B1	CSE	191030	Gowtham Krishna	/	/
14	G1	BATCH - B1	CSE	191031	Harini Ravichandran	/	/
15	G1	BATCH - B1	CSE	191033	Immanuel Irwin	/	/
16	G1	BATCH - B1	CSE	191035	Janani R	/	/
17	G1	BATCH - B1	CSE	191037	Jayashree Selvaraj	/	/
18	G1	BATCH - B1	CSE	191040	joe S	/	/
19	G1	BATCH - B1	CSE	191041	Jothika Sankar	/	/
20	G1	BATCH - B1	CSE	191043	Kaleeswari M	/	/
21	G1	BATCH - B1	CSE	191047	Keerthana S	(a)	(A)
22	G1	BATCH - B1	CSE	191048	Keerthana S	/	/
23	G1	BATCH - B1	CSE	191049	Keerthika S	/	/
24	G1	BATCH - B1	CSE	191051	Kisore Subburaman	(a)	/
25	G1	BATCH - B1	CSE	191052	Madhubala S	/	/
26	G1	BATCH - B1	CSE	191053	Madhumitha K	/	/
27	G1	BATCH - B1	CSE	191059	NANDHA GOPALA KRISHNAN C	/	/
28	G1	BATCH - B1	EEE	193092	Siddharthan M A	/	/
29	G1	BATCH - B1	EEE	193113	vasanth M	(a)	(A)
30	G1	BATCH - B1	CIVIL	197004	ahamed asfaq	/	/
31	G1	BATCH - B1	CIVIL	197010	ARUN KUMAR MAHENDRAN	/	/
32	G1	BATCH - B1	CIVIL	197016	Ellakiya Esthar Philip	/	/
33	G1	BATCH - B1	CIVIL	197029	MADHUMITHA J	/	/
34	G1	BATCH - B1	CIVIL	197037	niranjana A	/	/
35	G1	BATCH - B1	CIVIL	197055	vasanth M	/	/

SINDHU

Date: 22/06/2019

Name of the Trainer: SINDHU.B

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Total Present: 31

Total Absent: 4

22.06.2019

TIRUCHIRAPALLI - 12

Training and Placement

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

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01

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	✓	✓
1	G1	BATCH - C1	CSE	191061	Nandhini P	/	/
2	G1	BATCH - C1	CSE	191062	Nanthini N	/	/
3	G1	BATCH - C1	CSE	191063	Naveen K.S.R	/	/
4	G1	BATCH - C1	CSE	191065	Nithyasri K	/	/
5	G1	BATCH - C1	CSE	191070	PAVITHRA JAYARAMAN	/	/
6	G1	BATCH - C1	CSE	191071	Pragadeesh P	/	/
7	G1	BATCH - C1	CSE	191072	Prakash V	/	/
8	G1	BATCH - C1	CSE	191073	Prakriti V	/	/
9	G1	BATCH - C1	CSE	191074	PRASANNA KUMAR R	/	/
10	G1	BATCH - C1	CSE	191075	Prasanna Venkatesh R	/	/
11	G1	BATCH - C1	CSE	191076	Priyadharshini S	/	/
12	G1	BATCH - C1	CSE	191079	Rajalakshmi G	/	/
13	G1	BATCH - C1	CSE	191082	Renuka R	/	/
14	G1	BATCH - C1	CSE	191087	Sagul Hameed M	/	/
15	G1	BATCH - C1	CSE	191088	Salini S	/	/
16	G1	BATCH - C1	CSE	191093	Shanmuga priya R	/	/
17	G1	BATCH - C1	CSE	191097	Sivaranjani M	/	/
18	G1	BATCH - C1	CSE	191099	Sona N	/	/
19	G1	BATCH - C1	CSE	191100	Sowmiya S	/	/
20	G1	BATCH - C1	CSE	191103	Subraja V	/	/
21	G1	BATCH - C1	CSE	191105	swathi k	/	/
22	G1	BATCH - C1	CSE	191107	Thenmozhi K	/	(A)
23	G1	BATCH - C1	CSE	191111	venkat ramanan A.S	/	/
24	G1	BATCH - C1	CSE	191112	Venkatesan K	/	/
25	G1	BATCH - C1	CSE	191114	VINCY JOVITHA A	/	/
26	G1	BATCH - C1	CSE	191115	Vinoth M	/	/
27	G1	BATCH - C1	CSE	191116	Zabin Sharin P	/	/
28	G1	BATCH - C1	CSE	191120	Ajay D	/	/
29	G1	BATCH - C1	EEE	193001	Aadimaathavan Krishnan	/	/
30	G1	BATCH - C1	EEE	193002	Abhirami Venkataramanan	/	/
31	G1	BATCH - C1	EEE	193006	Antony Rozario Gnanaraj	/	/
32	G1	BATCH - C1	EEE	193016	deva dharshini	/	/
33	G1	BATCH - C1	EEE	193018	DHANRAJ B	/	/
34	G1	BATCH - C1	EEE	193030	HARIHARAN S	/	/
35	G1	BATCH - C1	EEE	193032	Hariharan K	/	/

for  
K. S. Kumar  
S. Banitha

Date:

Name of the Trainer:

Total Present:

Total Absent:

22.06.19

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

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02

02

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	F	N
1	G1	BATCH - D1	ECE	192003	abarna A	/	/
2	G1	BATCH - D1	ECE	192005	Abinaya A	/	/
3	G1	BATCH - D1	ECE	192008	Adhilakshmi K.N.M	/	/
4	G1	BATCH - D1	ECE	192009	Akash k	a	a
5	G1	BATCH - D1	ECE	192011	Akshaya B	/	/
6	G1	BATCH - D1	ECE	192012	Anantha Krishnan	/	/
7	G1	BATCH - D1	ECE	192013	Anusha S	/	/
8	G1	BATCH - D1	ECE	192015	Anusiyaa P	/	/
9	G1	BATCH - D1	ECE	192017	Ashif Ameer	/	/
10	G1	BATCH - D1	EEE	193031	Hari priya Balaji	/	/
11	G1	BATCH - D1	EEE	193033	Harshini Palanisamy	/	/
12	G1	BATCH - D1	EEE	193036	Irshath Ali	/	/
13	G1	BATCH - D1	EEE	193042	Keerthana Maruthamuthu	/	/
14	G1	BATCH - D1	EEE	193043	keerthi malini senthil kumar	/	/
15	G1	BATCH - D1	EEE	193051	Manikandan D	/	/
16	G1	BATCH - D1	EEE	193056	Mohamed Nasrullah	/	/
17	G1	BATCH - D1	EEE	193057	Mohamed Suhail A	AB	a
18	G1	BATCH - D1	EEE	193059	Monika M	/	/
19	G1	BATCH - D1	EEE	193060	Nandhini Thanapal	/	/
20	G1	BATCH - D1	EEE	193062	Nethra M	/	/
21	G1	BATCH - D1	EEE	193063	NIDHISH TAMILALAGAN	/	/
22	G1	BATCH - D1	EEE	193067	PRADEEP A	/	/
23	G1	BATCH - D1	EEE	193070	Pragatheeswari Ganesan	/	/
24	G1	BATCH - D1	EEE	193074	priyadharshani p	/	/
25	G1	BATCH - D1	EEE	193075	CR Ragul	/	/
26	G1	BATCH - D1	EEE	193076	Rajendra Prasath.P	/	/
27	G1	BATCH - D1	EEE	193080	Rohit Mallya	/	/
28	G1	BATCH - D1	EEE	193081	Sachin S	/	/
29	G1	BATCH - D1	EEE	193097	Srinath Govindarajan	/	/
30	G1	BATCH - D1	EEE	193098	SRIRAM G	/	/
31	G1	BATCH - D1	EEE	193101	Subramanian D	/	/
32	G1	BATCH - D1	EEE	193106	Suruthi S	/	/
33	G1	BATCH - D1	EEE	193112	Valliammai S	/	/
34	G1	BATCH - D1	EEE	193127	santhosh M	/	/
35	G1	BATCH - D1	EEE	193129	N.sethu lakshmanan	/	/
36	G1	BATCH - D1	EEE	193130	PRAVEEN KUMAR M	/	/
37	G1	BATCH - D1	EEE	193132	MANIKANDAN RAJENDRAN	/	/

Date:

Name of the Trainer:

Total Present:

Total Absent:

141

35

2

N. Chakraborty  
22/06/19

P. Chandran

P. Chandran

22.06.19

305 (01) ML

ATTENDANCE for Training by Six Pharse (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G1	BATCH - E1	CSE	191002	Aashiq Ahmed	/	/
2	G1	BATCH - E1	CSE	191004	G Ajith Kumar	/	/
3	G1	BATCH - E1	CSE	191007	ANURADHA R	/	/
4	G1	BATCH - E1	CSE	191010	C.ARUNA CHELLAIAH	/	/
5	G1	BATCH - E1	CSE	191034	Ishwarya Sivaraj	/	/
6	G1	BATCH - E1	CSE	191038	Jeba Mary	/	/
7	G1	BATCH - E1	CSE	191042	Jusmitha N	/	/
8	G1	BATCH - E1	CSE	191044	kasthuri Balu	/	/
9	G1	BATCH - E1	CSE	191058	Mohana priya.S	/	/
10	G1	BATCH - E1	CSE	191060	Nandhini E	/	/
11	G1	BATCH - E1	CSE	191064	Nirmal R	/	/
12	G1	BATCH - E1	CSE	191069	Oviya R	/	/
13	G1	BATCH - E1	CSE	191083	RESHMAFATHIMA S	/	/
14	G1	BATCH - E1	CSE	191094	Sheebha Agnes C	/	/
15	G1	BATCH - E1	CSE	191098	Sivasankari R	/	/
16	G1	BATCH - E1	CSE	191104	Suhail Yusuff Azees	/	/
17	G1	BATCH - E1	CSE	191108	Uma maheswari T	/	/
18	G1	BATCH - E1	CSE	191109	Vaishnavi M	/	/
19	G1	BATCH - E1	CSE	191113	Vignesh K	/	/
20	G1	BATCH - E1	CSE	191119	Surya Prakash	/	/
21	G1	BATCH - E1	CSE	191121	Veeraragavan B	/	/
22	G1	BATCH - E1	ECE	192018	Bharathi p	/	/
23	G1	BATCH - E1	ECE	192035	Ganesh R	/	/
24	G1	BATCH - E1	ECE	192070	Mohamed Aashik	/	/
25	G1	BATCH - E1	EEE	193009	Arulraja K	/	/
26	G1	BATCH - E1	EEE	193011	BALAJI N	/	/
27	G1	BATCH - E1	EEE	193013	BHUVANESWARI S	/	/
28	G1	BATCH - E1	CIVIL	197005	S.M.Ajith Kumar	/	/
29	G1	BATCH - E1	CIVIL	197008	ARAVINDH AL	/	/
30	G1	BATCH - E1	CIVIL	197013	Bala subramanian P	/	/
31	G1	BATCH - E1	CIVIL	197021	Harshitha M	/	/
32	G1	BATCH - E1	CIVIL	197033	Nanthini Balasubramanian	/	/
33	G1	BATCH - E1	CIVIL	197038	nivetha senthil kumar	/	/
34	G1	BATCH - E1	CIVIL	197041	Preetha Rajen	/	/
35	G1	BATCH - E1	CIVIL	197044	Sadeesh P	(a)	/
36	G1	BATCH - E1	CIVIL	197049	Sivagamasundari E	/	/
37	G1	BATCH - E1	CIVIL	197062	Vijaya shanthi R	/	/

S. GOKULNATH

Name of the Trainer:

Total Present: 36

Total Absent: 1

Date: 22/06/19

S. Gokulnath

22.06.19

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	22 44	22 44
1	G1	BATCH - F1	ECE	192077	Prathiba Ramesh kumar		
2	G1	BATCH - F1	ECE	192086	RUCKMANI S		
3	G1	BATCH - F1	EEE	193015	Chandramohan P		
4	G1	BATCH - F1	EEE	193017	Devi sri J		
5	G1	BATCH - F1	EEE	193019	Dharshini Rajkumar		
6	G1	BATCH - F1	EEE	193022	dinesh kumar		
7	G1	BATCH - F1	EEE	193023	eswar m		
8	G1	BATCH - F1	EEE	193025	Ganeshkumar V		
9	G1	BATCH - F1	EEE	193026	Gokul nath A J		
10	G1	BATCH - F1	EEE	193028	Guhan R		
11	G1	BATCH - F1	EEE	193029	Guruprasad Kanchamalainathan	← ABS	465
12	G1	BATCH - F1	EEE	193034	Hemadharshini G.v		
13	G1	BATCH - F1	EEE	193035	Indhu Ramachandran		
14	G1	BATCH - F1	EEE	193037	Joicy Johnson		
15	G1	BATCH - F1	EEE	193039	Karthick Karthick		
16	G1	BATCH - F1	EEE	193041	Keerthana D		
17	G1	BATCH - F1	EEE	193044	Kishore Kumar		
18	G1	BATCH - F1	EEE	193049	Madhuranthagi Thirumavalavan		
19	G1	BATCH - F1	EEE	193053	Meenatchi Varadharajan		
20	G1	BATCH - F1	EEE	193054	Megadharshini Sundharrasu		
21	G1	BATCH - F1	EEE	193055	Mohamed Faizal		
22	G1	BATCH - F1	EEE	193058	Mohamed Ameenullah		
23	G1	BATCH - F1	EEE	193069	pradeepa L		
24	G1	BATCH - F1	EEE	193071	Prasanth M		
25	G1	BATCH - F1	EEE	193077	Ramapraba G	← ABS	465
26	G1	BATCH - F1	EEE	193079	R Rishikesh kumar		
27	G1	BATCH - F1	EEE	193084	Saranya G		
28	G1	BATCH - F1	EEE	193085	sathya uma		
29	G1	BATCH - F1	EEE	193086	selvashanthini s		
30	G1	BATCH - F1	EEE	193087	shabash khan H		
31	G1	BATCH - F1	EEE	193088	Shahanaz Mariyam.m		
32	G1	BATCH - F1	EEE	193090	shree haarrini s		
33	G1	BATCH - F1	EEE	193091	Shyam Antoni		
34	G1	BATCH - F1	EEE	193094	sivapriya s		
35	G1	BATCH - F1	EEE	193095	Sophiya Josephine A	← ABS	465
36	G1	BATCH - F1	EEE	193096	Soundharya Selvaraj		
37	G1	BATCH - F1	EEE	193099	Subashree B		

Date:

Name of the Trainer:

Total Present:

Total Absent:

24.06.19

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

301

01

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G2	BATCH - A2	ECE	192002	Aarthi L	/	/
2	G2	BATCH - A2	ECE	192016	Archana N	/	/
3	G2	BATCH - A2	ECE	192020	Claudius Grace M	/	/
4	G2	BATCH - A2	ECE	192024	Dhanvarshini M	/	/
5	G2	BATCH - A2	ECE	192026	DINAKARAN G	/	/
6	G2	BATCH - A2	ECE	192030	Elakeyaa Venkatesan	/	/
7	G2	BATCH - A2	ECE	192037	Hamshavardni Gunasekaran	/	/
8	G2	BATCH - A2	ECE	192048	Joseph Leyans Brighton.B	a	a
9	G2	BATCH - A2	ECE	192049	Joshua Bennet	/	/
10	G2	BATCH - A2	ECE	192053	Kavitha Subbaiah	/	/
11	G2	BATCH - A2	ECE	192054	KEERTHANA A	/	/
12	G2	BATCH - A2	ECE	192066	MANISHANKAR K	/	/
13	G2	BATCH - A2	ECE	192067	Melvin Nehemiah	/	/
14	G2	BATCH - A2	ECE	192073	MOHSINA G	/	/
15	G2	BATCH - A2	ECE	192075	pavithra v	/	/
16	G2	BATCH - A2	ECE	192078	PREETHA B	/	/
17	G2	BATCH - A2	ECE	192080	Priya Dharshini R	/	/
18	G2	BATCH - A2	ECE	192091	SARANYA P	/	/
19	G2	BATCH - A2	ECE	192092	Saravana kumaran B	/	/
20	G2	BATCH - A2	ECE	192101	Sruthi Pukalendi	/	/
21	G2	BATCH - A2	ECE	192103	Subiksha S.V	/	/
22	G2	BATCH - A2	ECE	192104	SUNIL KUMAR M	/	/
23	G2	BATCH - A2	EEE	193114	Vignesh S	/	/
24	G2	BATCH - A2	EEE	193116	vignesh s	/	/
25	G2	BATCH - A2	EEE	193120	Viswanathan Murali	/	/
26	G2	BATCH - A2	ICE	195017	Irfhanna Ameer.B	/	/
27	G2	BATCH - A2	ICE	195029	Mohamed Ashik	/	/
28	G2	BATCH - A2	ICE	195047	Subbiah Srinivasan	/	/
29	G2	BATCH - A2	ICE	195049	Surya Prakash	/	/
30	G2	BATCH - A2	ICE	195055	Yaamini A	/	/
31	G2	BATCH - A2	MECH	196049	Michael Harris	/	/
32	G2	BATCH - A2	MECH	196095	Seenivasan T	/	/
33	G2	BATCH - A2	MECH	196100	Srinivash K Nambi	/	/
34	G2	BATCH - A2	MECH	196101	Sriram M	/	/
35	G2	BATCH - A2	MECH	196117	Viswaragavan N	/	/
36	G2	BATCH - A2	IT	194021	INDUMATHY. R	/	/

M. Arish  
04/06/19  
S. Banitha

Date: 24.6.19

Name of the Trainer: Total Present:

Total Absent:



## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

ATTENDANCE for Training by Six Pharse (2016 - 2020) FROM 20-26TH JUNE 2019

24.06.19

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S.No.	GROUP	BATCH	degree	B.No.	Name of the Student		
1	G2	BATCH - G2	EEE	193125	SHANMUGARAJESHWARAN M	/	/
2	G2	BATCH - G2	IT	194003	Abinaya Balasubramanian	/	/
3	G2	BATCH - G2	IT	194010	ANIRVAN VINOD	/	/
4	G2	BATCH - G2	IT	194014	Chandraleka P	/	/
5	G2	BATCH - G2	IT	194016	Ejas Ahmed	/	/
6	G2	BATCH - G2	IT	194017	Hariharan S	/	/
7	G2	BATCH - G2	IT	194023	Jenifer Infanta	/	/
8	G2	BATCH - G2	IT	194027	keerthana kuppusamy	/	/
9	G2	BATCH - G2	IT	194029	Lakshmi Rathnaa M	/	/
10	G2	BATCH - G2	IT	194030	Mathi manju	/	/
11	G2	BATCH - G2	IT	194032	Mushthak Ahamed	/	/
12	G2	BATCH - G2	IT	194035	pradeep A	/	/
13	G2	BATCH - G2	IT	194037	praveen baskar	/	/
14	G2	BATCH - G2	IT	194038	Priyadharshini M	/	/
15	G2	BATCH - G2	IT	194040	Ramaprabha Raman	/	/
16	G2	BATCH - G2	IT	194041	Ramya P	/	/
17	G2	BATCH - G2	IT	194042	Saranya Vaithiyanathan	/	/
18	G2	BATCH - G2	IT	194052	Susmitha T.B	/	/
19	G2	BATCH - G2	IT	194061	rakesh r	a	a
20	G2	BATCH - G2	MECH	196005	ARUN PRAKASH G	/	/
21	G2	BATCH - G2	MECH	196023	Harish K	a	/
22	G2	BATCH - G2	MECH	196024	Harish Ravikumar	/	/
23	G2	BATCH - G2	MECH	196029	kalaiyarasan e	/	/
24	G2	BATCH - G2	MECH	196030	Kandha Vel	/	/
25	G2	BATCH - G2	MECH	196044	MANIKANDAN S	/	/
26	G2	BATCH - G2	MECH	196051	mohan ram	a	a
27	G2	BATCH - G2	MECH	196053	K.Mullai Vendan	/	/
28	G2	BATCH - G2	MECH	196054	Muthu Kumar	/	/
29	G2	BATCH - G2	MECH	196070	RAGUL J	/	/
30	G2	BATCH - G2	MECH	196077	RAMYA S	/	/
31	G2	BATCH - G2	MECH	196082	SAIKIRAN M	/	/
32	G2	BATCH - G2	MECH	196111	VIGNESHWARAN J	a	a
33	G2	BATCH - G2	MECH	196128	prasanna m	/	/
34	G2	BATCH - G2	MECH	196133	Radha R	/	/
35	G2	BATCH - G2	MECH	196140	vignesh .M	/	/
36	G2	BATCH - G2	MECH	196149	Vignesh M	/	/
37	G2	BATCH - G2	MECH	196151	MURALI THARAN	/	/
38	G2	BATCH - G2	EEE	193012	BECCA. R - (ADD ON 2019)	/	/

Date: 24.06.19

Name of the Trainer: K. Shanmuganathan

Total Present: 35

Total Absent: 3

24.06.19

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-1 (51)

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G1	BATCH - A1	CSE	191012	Bala Kumaran G	P	/
2	G1	BATCH - A1	CSE	191014	Beryl Susanna	P	/
3	G1	BATCH - A1	CSE	191015	Bhavadarani M	P	/
4	G1	BATCH - A1	CSE	191018	Brahadambal Senthilvadivelan	P	/
5	G1	BATCH - A1	CSE	191022	Dhinesh Kumar S	P	/
6	G1	BATCH - A1	CSE	191023	Dhivakar S	P	/
7	G1	BATCH - A1	CSE	191026	frank richard	P	/
8	G1	BATCH - A1	CSE	191027	Giridhar K R	P	/
9	G1	BATCH - A1	CSE	191036	Janani R	P	/
10	G1	BATCH - A1	CSE	191050	Kishore Vasanth	P	/
11	G1	BATCH - A1	CSE	191057	Mohamed Nabeem P	P	/
12	G1	BATCH - A1	CSE	191067	Nivetha S	P	/
13	G1	BATCH - A1	CSE	191078	Raaja Vignesh C	P	/
14	G1	BATCH - A1	CSE	191080	Ranjani Kandasamy	P	/
15	G1	BATCH - A1	CSE	191090	Sanjay D	P	/
16	G1	BATCH - A1	CSE	191095	Shivaghami C	P	/
17	G1	BATCH - A1	CSE	191101	SriGopalakrishnan R	P	/
18	G1	BATCH - A1	CSE	191102	SRIRAM S	P	/
19	G1	BATCH - A1	ECE	192010	R. Akilandeshwari	P	/
20	G1	BATCH - A1	ECE	192019	Catherine Joyce	P	/
21	G1	BATCH - A1	EEE	193008	Aravindh Vetri	P	/
22	G1	BATCH - A1	EEE	193014	Booma Ganesan	P	/
23	G1	BATCH - A1	EEE	193021	Dilip R	P	/
24	G1	BATCH - A1	EEE	193024	Ganesan Sekar	P	/
25	G1	BATCH - A1	EEE	193027	Gowtham Kathir	P	/
26	G1	BATCH - A1	EEE	193045	Kowsalya Selvakumar	P	/
27	G1	BATCH - A1	EEE	193047	Lakshmi Sk	(a) ✓/a	/
28	G1	BATCH - A1	EEE	193048	Madhumita S	P	/
29	G1	BATCH - A1	EEE	193052	Manish Anand	P	/
30	G1	BATCH - A1	EEE	193064	Nirubhanjali R V	P	/
31	G1	BATCH - A1	EEE	193066	Prabhakaran S	P	/
32	G1	BATCH - A1	EEE	193083	Santhosh R	P	/
33	G1	BATCH - A1	EEE	193093	Sidharth Prasad	P	/
34	G1	BATCH - A1	CIVIL	197003	Abinaya R	P	/
35	G1	BATCH - A1	CIVIL	197066	yuvatharani p	P	/

(a) ✓/a  
 + P  
 Arintha M

Deepa

Name of the Trainer:

Total Present: 34

Total Absent:

01

Date: 24/06/2019

24.06.19

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-2

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	24	25
1	G1	BATCH - B1	CSE	191003	Abirami Venkateah	/	/
2	G1	BATCH - B1	CSE	191005	Alagu S	/	/
3	G1	BATCH - B1	CSE	191009	Arun Kumar	/	/
4	G1	BATCH - B1	CSE	191011	Athish G.A	/	/
5	G1	BATCH - B1	CSE	191016	Bhuvanesh Raj S	/	/
6	G1	BATCH - B1	CSE	191017	Bhuvaneshwari Manimuthu	/	/
7	G1	BATCH - B1	CSE	191019	Buvanesh Raj	/	/
8	G1	BATCH - B1	CSE	191020	darshna senthil	/	/
9	G1	BATCH - B1	CSE	191021	Deepashree Mohanraj	/	/
10	G1	BATCH - B1	CSE	191024	Dinesh T	/	/
11	G1	BATCH - B1	CSE	191025	Fouzia Sultan	/	/
12	G1	BATCH - B1	CSE	191029	GOWRI GANEESH	/	/
13	G1	BATCH - B1	CSE	191030	Gowtham Krishna	/	/
14	G1	BATCH - B1	CSE	191031	Harini Ravichandran	/	/
15	G1	BATCH - B1	CSE	191033	Immanuel Irwin	/	/
16	G1	BATCH - B1	CSE	191035	Janani R	/	/
17	G1	BATCH - B1	CSE	191037	Jayashree Selvaraj	/	/
18	G1	BATCH - B1	CSE	191040	joe S	/	/
19	G1	BATCH - B1	CSE	191041	Jothika Sankar	/	/
20	G1	BATCH - B1	CSE	191043	Kaleeswari M	/	/
21	G1	BATCH - B1	CSE	191047	Keerthana S	/	/
22	G1	BATCH - B1	CSE	191048	Keerthana S	/	/
23	G1	BATCH - B1	CSE	191049	Keerthika S	/	/
24	G1	BATCH - B1	CSE	191051	Kisore Subburaman	/	/
25	G1	BATCH - B1	CSE	191052	Madhubala S	/	/
26	G1	BATCH - B1	CSE	191053	Madhumitha K	/	/
27	G1	BATCH - B1	CSE	191059	NANDHA GOPALA KRISHNAN C	/	/
28	G1	BATCH - B1	EEE	193092	Siddharthan M A	/	/
29	G1	BATCH - B1	EEE	193113	vasanth M	/	/
30	G1	BATCH - B1	CIVIL	197004	ahamed asfaq	/	/
31	G1	BATCH - B1	CIVIL	197010	ARUN KUMAR MAHENDRAN	/	/
32	G1	BATCH - B1	CIVIL	197016	Ellakiya Esthar Philip	/	/
33	G1	BATCH - B1	CIVIL	197029	MADHUMITHA J	/	/
34	G1	BATCH - B1	CIVIL	197037	niranjana A	/	/
35	G1	BATCH - B1	CIVIL	197055	vasanth M	/	/

JANAKI  
M

Date: 24.06.19

Name of the Trainer:

Total Present: 34

Total Absent: 0

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-3

02/01

24.06.19

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G1	BATCH - C1	CSE	191061	Nandhini P	/	/
2	G1	BATCH - C1	CSE	191062	Nanthini N	/	/
3	G1	BATCH - C1	CSE	191063	Naveen K.S.R	/	/
4	G1	BATCH - C1	CSE	191065	Nithyasri K	/	/
5	G1	BATCH - C1	CSE	191070	PAVITHRA JAYARAMAN	/	/
6	G1	BATCH - C1	CSE	191071	Pragadeesh P	na	/
7	G1	BATCH - C1	CSE	191072	Prakash V	/	/
8	G1	BATCH - C1	CSE	191073	Prakriti V	/	/
9	G1	BATCH - C1	CSE	191074	PRASANNA KUMAR R	/	/
10	G1	BATCH - C1	CSE	191075	Prasanna Venkatesh R	/	/
11	G1	BATCH - C1	CSE	191076	Priyadharshini S	/	/
12	G1	BATCH - C1	CSE	191079	Rajalakshmi G	/	/
13	G1	BATCH - C1	CSE	191082	Renuka R	/	/
14	G1	BATCH - C1	CSE	191087	Sagul Hameed M	/	/
15	G1	BATCH - C1	CSE	191088	Salini S	/	/
16	G1	BATCH - C1	CSE	191093	Shanmuga priya R	/	/
17	G1	BATCH - C1	CSE	191097	Sivaranjani M	/	/
18	G1	BATCH - C1	CSE	191099	Sona N	/	/
19	G1	BATCH - C1	CSE	191100	Sowmiya S	/	/
20	G1	BATCH - C1	CSE	191103	Subraja V	/	/
21	G1	BATCH - C1	CSE	191105	swathi k	/	/
22	G1	BATCH - C1	CSE	191107	Thenmozhi K	W (A)	a
23	G1	BATCH - C1	CSE	191111	venkat ramanan A.S	/	/
24	G1	BATCH - C1	CSE	191112	Venkatesan K	/	/
25	G1	BATCH - C1	CSE	191114	VINCY JOVITHA A	/	/
26	G1	BATCH - C1	CSE	191115	Vinoth M	/	/
27	G1	BATCH - C1	CSE	191116	Zabin Sharin P	/	/
28	G1	BATCH - C1	CSE	191120	Ajay D	/	/
29	G1	BATCH - C1	EEE	193001	Aadimaathavan Krishnan	/	/
30	G1	BATCH - C1	EEE	193002	Abhirami Venkataramanan	/	/
31	G1	BATCH - C1	EEE	193006	Antony Rozario Gnanaraj	/	/
32	G1	BATCH - C1	EEE	193016	deva dharshini	/	/
33	G1	BATCH - C1	EEE	193018	DHANRAJ B	/	/
34	G1	BATCH - C1	EEE	193030	HARIHARAN S	/	/
35	G1	BATCH - C1	EEE	193032	Hariharan K	/	/

Date:

Name of the Trainer:

S. SHANMUGA

Total Present: 34

Total Absent?

S. SHANMUGA  
24/6/19  
(S. Banthra)

S. SHANMUGA

24.06.19

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-4 (01) NTC

ATTENDANCE for Training by Six Pharse (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	Present	Absent
1	G1	BATCH - D1	ECE	192003	abarna A	/	/
2	G1	BATCH - D1	ECE	192005	Abinaya A	/	/
3	G1	BATCH - D1	ECE	192008	Adhilakshmi K.N.M	/	/
4	G1	BATCH - D1	ECE	192009	Akash k	Pre /	/
5	G1	BATCH - D1	ECE	192011	Akshaya B	/	/
6	G1	BATCH - D1	ECE	192012	Anantha Krishnan	/	/
7	G1	BATCH - D1	ECE	192013	Anusha S	/	/
8	G1	BATCH - D1	ECE	192015	Anusiyaa P	/	/
9	G1	BATCH - D1	ECE	192017	Ashif Ameer	✓ /	/
10	G1	BATCH - D1	EEE	193031	Hari priya Balaji	/	/
11	G1	BATCH - D1	EEE	193033	Harshini Palanisamy	/	/
12	G1	BATCH - D1	EEE	193036	Irshath Ali	/	/
13	G1	BATCH - D1	EEE	193042	Keerthana Maruthamuthu	/	/
14	G1	BATCH - D1	EEE	193043	keerthi malini senthil kumar	/	/
15	G1	BATCH - D1	EEE	193051	Manikandan D	/	/
16	G1	BATCH - D1	EEE	193056	Mohamed Nasrullah	/	/
17	G1	BATCH - D1	EEE	193057	Mohamed Suhail A	/	/
18	G1	BATCH - D1	EEE	193059	Monika M	/	/
19	G1	BATCH - D1	EEE	193060	Nandhini Thanapal	/	/
20	G1	BATCH - D1	EEE	193062	Nethra M	/	/
21	G1	BATCH - D1	EEE	193063	NIDHISH TAMILALAGAN	/	/
22	G1	BATCH - D1	EEE	193067	PRADEEP A	/	/
23	G1	BATCH - D1	EEE	193070	Pragatheeswari Ganesan	/	/
24	G1	BATCH - D1	EEE	193074	priyadharshani p	/	/
25	G1	BATCH - D1	EEE	193075	CR Ragul	/	/
26	G1	BATCH - D1	EEE	193076	Rajendra Prasath.P	/	/
27	G1	BATCH - D1	EEE	193080	Rohit Mallya	/	/
28	G1	BATCH - D1	EEE	193081	Sachin S	/	/
29	G1	BATCH - D1	EEE	193097	Srinath Govindarajan	/	/
30	G1	BATCH - D1	EEE	193098	SRIRAM G	/	/
31	G1	BATCH - D1	EEE	193101	Subramanian D	/	/
32	G1	BATCH - D1	EEE	193106	Suruthi S	/	/
33	G1	BATCH - D1	EEE	193112	Valliammai S	/	/
34	G1	BATCH - D1	EEE	193127	santthosh M	/	/
35	G1	BATCH - D1	EEE	193129	N.sethu lakshmanan	/	/
36	G1	BATCH - D1	EEE	193130	PRAVEEN KUMAR M	/	/
37	G1	BATCH - D1	EEE	193132	MANIKANDAN RAJENDRAN	/	/

Date:

Name of the Trainer:

Total Present:

Total Absent:

24.06.19

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-5 (02)

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G1	BATCH - E1	CSE	191002	Aashiq Ahmed	/	/
2	G1	BATCH - E1	CSE	191004	G Ajith Kumar	X	/
3	G1	BATCH - E1	CSE	191007	ANURADHA R	/	/
4	G1	BATCH - E1	CSE	191010	C.ARUNA CHELLAIAH	/	/
5	G1	BATCH - E1	CSE	191034	Ishwarya Sivaraj	/	/
6	G1	BATCH - E1	CSE	191038	Jeba Mary	/	/
7	G1	BATCH - E1	CSE	191042	Jusmitha N	/	/
8	G1	BATCH - E1	CSE	191044	kasthuri Balu	/	/
9	G1	BATCH - E1	CSE	191058	Mohana priya.S	/	/
10	G1	BATCH - E1	CSE	191060	Nandhini E	/	/
11	G1	BATCH - E1	CSE	191064	Nirmal R	/	/
12	G1	BATCH - E1	CSE	191069	Oviya R	/	/
13	G1	BATCH - E1	CSE	191083	RESHMAFATHIMA S	/	/
14	G1	BATCH - E1	CSE	191094	Sheebha Agnes C	/	/
15	G1	BATCH - E1	CSE	191098	Sivasankari R	/	/
16	G1	BATCH - E1	CSE	191104	Suhail Yusuff Azees	/	/
17	G1	BATCH - E1	CSE	191108	Uma maheswari T	/	/
18	G1	BATCH - E1	CSE	191109	Vaishnavi M	/	/
19	G1	BATCH - E1	CSE	191113	Vignesh K	/	/
20	G1	BATCH - E1	CSE	191119	Surya Prakash	/	/
21	G1	BATCH - E1	CSE	191121	Veeraragavan B	/	/
22	G1	BATCH - E1	ECE	192018	Bharathi p	/	/
23	G1	BATCH - E1	ECE	192035	Ganesh R	/	/
24	G1	BATCH - E1	ECE	192070	Mohamed Aashik	/	/
25	G1	BATCH - E1	EEE	193009	Arulraja K	/	/
26	G1	BATCH - E1	EEE	193011	BALAJI N	/	/
27	G1	BATCH - E1	EEE	193013	BHUVANESWARI S	✓	(P) AB
28	G1	BATCH - E1	CIVIL	197005	S.M.Ajith Kumar	/	/
29	G1	BATCH - E1	CIVIL	197008	ARAVINDH AL	X	/
30	G1	BATCH - E1	CIVIL	197013	Bala subramanian P	✓	(P) AB
31	G1	BATCH - E1	CIVIL	197021	Harshitha M	/	/
32	G1	BATCH - E1	CIVIL	197033	Nanthini Balasubramanian	/	/
33	G1	BATCH - E1	CIVIL	197038	nivetha senthil kumar	/	/
34	G1	BATCH - E1	CIVIL	197041	Preetha Rajen	/	/
35	G1	BATCH - E1	CIVIL	197044	Sadeesh P	/	/
36	G1	BATCH - E1	CIVIL	197049	Sivagamasundari E	/	/
37	G1	BATCH - E1	CIVIL	197062	Vijaya shanthi R	/	/

Date: 24.06.19

Name of the Trainer:

Total Present: 34+1 = 35

Total Absent: 0

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

24.06.19

Lab-6 (0.4)

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student		
1	G1	BATCH - F1	ECE	192077	Prathiba Ramesh kumar	/	/
2	G1	BATCH - F1	ECE	192086	RUCKMANI S	/	/
3	G1	BATCH - F1	EEE	193015	Chandramohan P	/	/
4	G1	BATCH - F1	EEE	193017	Devi sri J	/	/
5	G1	BATCH - F1	EEE	193019	Dharshini Rajkumar	/	/
6	G1	BATCH - F1	EEE	193022	dinesh kumar	/	/
7	G1	BATCH - F1	EEE	193023	eswar m	/	/
8	G1	BATCH - F1	EEE	193025	Ganeshkumar V	/	/
9	G1	BATCH - F1	EEE	193026	Gokul nath A J	/	/
10	G1	BATCH - F1	EEE	193028	Guhan R	/	/
11	G1	BATCH - F1	EEE	193029	Guruprasad Kanchamalainathan	/	/
12	G1	BATCH - F1	EEE	193034	Hemadharshini G.v	/	/
13	G1	BATCH - F1	EEE	193035	Indhu Ramachandran	/	/
14	G1	BATCH - F1	EEE	193037	Joicy Johnson	✓ a	/
15	G1	BATCH - F1	EEE	193039	Karthick Karthick	/	/
16	G1	BATCH - F1	EEE	193041	Keerthana D	/	/
17	G1	BATCH - F1	EEE	193044	Kishore Kumar	/	/
18	G1	BATCH - F1	EEE	193049	Madhuranthagi Thirumavalavan	/	/
19	G1	BATCH - F1	EEE	193053	Meenatchi Varadharajan	/	/
20	G1	BATCH - F1	EEE	193054	Megadharshini Sundharrasu	/	/
21	G1	BATCH - F1	EEE	193055	Mohamed Faizal	/	/
22	G1	BATCH - F1	EEE	193058	Mohamed Ameenullah	/	/
23	G1	BATCH - F1	EEE	193069	pradeepa L	/	/
24	G1	BATCH - F1	EEE	193071	Prasanth M	✓ a	A
25	G1	BATCH - F1	EEE	193077	Ramapraba G	/	/
26	G1	BATCH - F1	EEE	193079	R Rishikesh kumar	/	/
27	G1	BATCH - F1	EEE	193084	Saranya G	/	/
28	G1	BATCH - F1	EEE	193085	sathya uma	/	/
29	G1	BATCH - F1	EEE	193086	selvashanthini s	/	/
30	G1	BATCH - F1	EEE	193087	shabash khan H	/	/
31	G1	BATCH - F1	EEE	193088	Shahanaz Mariyam.m	/	/
32	G1	BATCH - F1	EEE	193090	shree haarrini s	/	/
33	G1	BATCH - F1	EEE	193091	Shyam Antoni	/	/
34	G1	BATCH - F1	EEE	193094	sivapriya s	/	✓
35	G1	BATCH - F1	EEE	193095	Sophiya Josephine A	✓ a	A
36	G1	BATCH - F1	EEE	193096	Soundharya Selvaraj	/	/
37	G1	BATCH - F1	EEE	193099	Subashree B	✓ a	A

Date:

24/6/19

Name of the Trainer:

A.N

Total Present:

157

38  
74

Total Absent:

5

for the day ✓ a  
 Pichandru  
 24/6/19

24.06.2019

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	20	21
1	G1	BATCH - H1	CSE	191001	Aarthi Muruganandham	/	/
2	G1	BATCH - H1	CSE	191039	Jeyachandran K	/	/
3	G1	BATCH - H1	CSE	191046	Keerthana B	/	/
4	G1	BATCH - H1	CSE	191091	Santosh Kumar	/	/
5	G1	BATCH - H1	CSE	191122	KRITHIKA A	/	/
6	G1	BATCH - H1	ECE	192014	Anushiya Perumal	/	/
7	G1	BATCH - H1	ECE	192059	KISHOREKUMAR R	/	/
8	G1	BATCH - H1	ECE	192076	Periyannan V	/	/
9	G1	BATCH - H1	ECE	192105	Sureshkumar M	/	/
10	G1	BATCH - H1	ECE	192112	vigneshwaran R	/	/
11	G1	BATCH - H1	ECE	192119	malarvizhi B	/	/
12	G1	BATCH - H1	EEE	193003	AJAY L	/	/
13	G1	BATCH - H1	EEE	193004	Ananth T	/	/
14	G1	BATCH - H1	EEE	193040	Karthi Keyan	/	/
15	G1	BATCH - H1	EEE	193061	Narmatha devi K	a	a
16	G1	BATCH - H1	EEE	193065	parthasarathy A	/	/
17	G1	BATCH - H1	EEE	193072	precilla poorani x	/	/
18	G1	BATCH - H1	EEE	193082	Santhosh Kumar	/	/
19	G1	BATCH - H1	EEE	193089	Sharvin J	/	/
20	G1	BATCH - H1	EEE	193124	Kalaiyarsan R	/	/
21	G1	BATCH - H1	EEE	193126	Perumal Raja S	/	/
22	G1	BATCH - H1	EEE	193128	Mathavan K	/	/
23	G1	BATCH - H1	ICE	195004	Alan Roddick	/	/
24	G1	BATCH - H1	ICE	195027	Manoj Kumar	/	/
25	G1	BATCH - H1	ICE	195034	Praba Karan	/	/
26	G1	BATCH - H1	ICE	195037	Rukmani Narayanan	/	/
27	G1	BATCH - H1	ICE	195038	Sachin M	/	/
28	G1	BATCH - H1	ICE	195042	Saranraj M	/	/
29	G1	BATCH - H1	ICE	195053	Vimalathithan A	/	/
30	G1	BATCH - H1	MECH	196002	ANITH KUMAR	/	/
31	G1	BATCH - H1	MECH	196004	Antony Ruban	/	/
32	G1	BATCH - H1	MECH	196006	Arun Senthil	/	/
33	G1	BATCH - H1	MECH	196008	AZARUDEEN HABEEB MOHAMED	/	/
34	G1	BATCH - H1	MECH	196016	Dinesh Prabhu	/	/
35	G1	BATCH - H1	MECH	196017	Felix L	/	/
36	G1	BATCH - H1	MECH	196019	ganesh L	/	/
37	G1	BATCH - H1	MECH	196022	Gyanesh Waran	/	/
38	G1	BATCH - H1	CIVIL	197063	babu s	/	/
39	G1	BATCH - H1	MECH	196032	KARTHIKEYAN. R. (Add on 26.6.2019)	a	a

S. Gnanapavan

Name of the Trainer:

158

36  
Total Present:  
373  
Total Absent:  
2

Date: 24/6/19



24.06.19.

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12  
Training and Placement

F.Y.C. Lab

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student		ATT	AB
1	G1	BATCH - G1	CSE	191006	AMBARISH PK	✓	@	a
2	G1	BATCH - G1	CSE	191008	ARAVIND APARAJITH K		/	/
3	G1	BATCH - G1	CSE	191045	KAVYA PRIYADHARSHINI S		@	a
4	G1	BATCH - G1	CSE	191055	MANIKANDAN E		/	/
5	G1	BATCH - G1	CSE	191092	SELVA PRIYA R		@	a
6	G1	BATCH - G1	CSE	191106	THAYALAN GR		@	a
7	G1	BATCH - G1	ECE	192007	ABINAYA M		/	/
8	G1	BATCH - G1	ECE	192021	Deepika K		/	/
9	G1	BATCH - G1	ECE	192045	Jananie Nadarajahpillai		/	/
10	G1	BATCH - G1	ECE	192056	Keerthani P		/	/
11	G1	BATCH - G1	ECE	192057	Kesavan A		/	/
12	G1	BATCH - G1	ECE	192063	V.Maglin Fathima victor		/	/
13	G1	BATCH - G1	ECE	192071	MOHAMMED JAVITH A		/	/
14	G1	BATCH - G1	ECE	192072	MOHANRAJ P		/	/
15	G1	BATCH - G1	ECE	192081	PRIYADHARSHINI G		/	/
16	G1	BATCH - G1	ECE	192087	Sandhiya S		/	/
17	G1	BATCH - G1	ECE	192097	Shanmuga Priya R		/	/
18	G1	BATCH - G1	ECE	192099	silambarasi e		/	/
19	G1	BATCH - G1	EEE	193100	subhiksha k		/	/
20	G1	BATCH - G1	EEE	193103	Suganya N		/	/
21	G1	BATCH - G1	EEE	193104	Sundhara lakshmi R		/	/
22	G1	BATCH - G1	EEE	193105	suruthi j s		/	/
23	G1	BATCH - G1	EEE	193108	Swarnasri M		/	/
24	G1	BATCH - G1	EEE	193109	Swetha Ravi		/	/
25	G1	BATCH - G1	EEE	193111	Therasa Mettilda		/	/
26	G1	BATCH - G1	EEE	193117	Vijayalakshmi S		/	/
27	G1	BATCH - G1	EEE	193119	vishnu chander rajendran		/	/
28	G1	BATCH - G1	EEE	193123	Yuvasri Manoharan		/	/
29	G1	BATCH - G1	CIVIL	197001	ABARNA S		/	/
30	G1	BATCH - G1	CIVIL	197007	ANBUSELVAN A		/	/
31	G1	BATCH - G1	CIVIL	197009	Aravindh SP		/	/
32	G1	BATCH - G1	CIVIL	197011	Ashwin AS		/	/
33	G1	BATCH - G1	CIVIL	197014	Barani Raja		@	a
34	G1	BATCH - G1	CIVIL	197015	Dinesh S		/	/
35	G1	BATCH - G1	CIVIL	197032	MUFEENAA A		/	/
36	G1	BATCH - G1	CIVIL	197051	srinivashini v		/	/
37	G1	BATCH - G1	CIVIL	197058	VIVEKA R		/	/
38	G1	BATCH - G1	EEE	193010	ATCHAYA. S - (Add on 26.6.2019)		/	/

Date:

24.6.19

Name of the Trainer:

K. B. S. S. S. S.

Total Present:

23

Total Absent: 0

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

301

Nil  
Nil

25.06.2019

ATTENDANCE for Training by Six Pharse (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	PN	AN
1	G2	BATCH - A2	ECE	192002	Aarthi L	/	/
2	G2	BATCH - A2	ECE	192016	Archana N	/	/
3	G2	BATCH - A2	ECE	192020	Claudius Grace M	/	/
4	G2	BATCH - A2	ECE	192024	Dhanvarshini M	/	/
5	G2	BATCH - A2	ECE	192026	DINAKARAN G	/	/
6	G2	BATCH - A2	ECE	192030	Elakeyaa Venkatesan	/	/
7	G2	BATCH - A2	ECE	192037	Hamshavardni Gunasekaran	/	/
8	G2	BATCH - A2	ECE	192048	Joseph Leyans Brighton.B	/	/
9	G2	BATCH - A2	ECE	192049	Joshua Bennet	/	/
10	G2	BATCH - A2	ECE	192053	Kavitha Subbaiah	/	/
11	G2	BATCH - A2	ECE	192054	KEERTHANA A	/	/
12	G2	BATCH - A2	ECE	192066	MANISHANKAR K	/	/
13	G2	BATCH - A2	ECE	192067	Melvin Nehemiah	/	/
14	G2	BATCH - A2	ECE	192073	MOHSINA G	/	/
15	G2	BATCH - A2	ECE	192075	pavithra v	/	/
16	G2	BATCH - A2	ECE	192078	PREETHA B	/	/
17	G2	BATCH - A2	ECE	192080	Priya Dharshini R	/	/
18	G2	BATCH - A2	ECE	192091	SARANYA P	/	/
19	G2	BATCH - A2	ECE	192092	Saravana kumaran B	/	/
20	G2	BATCH - A2	ECE	192101	Sruthi Pukalendi	/	/
21	G2	BATCH - A2	ECE	192103	Subiksha S.V	/	/
22	G2	BATCH - A2	ECE	192104	SUNIL KUMAR M	/	/
23	G2	BATCH - A2	EEE	193114	Vignesh S	/	/
24	G2	BATCH - A2	EEE	193116	vignesh s	/	/
25	G2	BATCH - A2	EEE	193120	Viswanathan Murali	/	/
26	G2	BATCH - A2	ICE	195017	Irfhanna Ameer.B	/	/
27	G2	BATCH - A2	ICE	195029	Mohamed Ashik	/	/
28	G2	BATCH - A2	ICE	195047	Subbiah Srinivasan	/	/
29	G2	BATCH - A2	ICE	195049	Surya Prakash	/	/
30	G2	BATCH - A2	ICE	195055	Yaamini A	/	/
31	G2	BATCH - A2	MECH	196049	Michael Harris	/	/
32	G2	BATCH - A2	MECH	196095	Seenivasan T	/	/
33	G2	BATCH - A2	MECH	196100	Srinivash K Nambi	/	/
34	G2	BATCH - A2	MECH	196101	Sriram M	/	/
35	G2	BATCH - A2	MECH	196117	Viswaragavan N	/	/
36	G2	BATCH - A2	IT	194021	INDUMATHY. R	/	/

Date: 25.06.2019

K. Aravinath  
 Name of the Trainer: K. Aravinath  
 K. R. Howard Lawrence

Total Present: 36 / 36

Total Absent: 00

Nil

25.06.19.

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

307

02/03

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G2	BATCH - G2	EEE	193125	SHANMUGARAJESHWARAN M	/	P
2	G2	BATCH - G2	IT	194003	Abinaya Balasubramanian	/	P
3	G2	BATCH - G2	IT	194010	ANIRVAN VINOD	/	P
4	G2	BATCH - G2	IT	194014	Chandraleka P	/	P
5	G2	BATCH - G2	IT	194016	Ejas Ahmed	/	P
6	G2	BATCH - G2	IT	194017	Hariharan S	/	P
7	G2	BATCH - G2	IT	194023	Jenifer Infanta	/	P
8	G2	BATCH - G2	IT	194027	keerthana kuppusamy	/	P
9	G2	BATCH - G2	IT	194029	Lakshmi Rathnaa M	/	P
10	G2	BATCH - G2	IT	194030	Mathi manju	/	P
11	G2	BATCH - G2	IT	194032	Mushthak Ahamed	/	P
12	G2	BATCH - G2	IT	194035	pradeep A	/	P
13	G2	BATCH - G2	IT	194037	praveen baskar	/	P
14	G2	BATCH - G2	IT	194038	Priyadharshini M	/	P
15	G2	BATCH - G2	IT	194040	Ramaprabha Raman	/	P
16	G2	BATCH - G2	IT	194041	Ramya P	/	P
17	G2	BATCH - G2	IT	194042	Saranya Vaithiyathan	/	P
18	G2	BATCH - G2	IT	194052	Susmitha T.B	/	P
19	G2	BATCH - G2	IT	194061	rakesh r	/	P
20	G2	BATCH - G2	MECH	196005	ARUN PRAKASH G	/	P
21	G2	BATCH - G2	MECH	196023	Harish K	/	P
22	G2	BATCH - G2	MECH	196024	Harish Ravikumar	/	P
23	G2	BATCH - G2	MECH	196029	kalaiyarasan e	/	(A)
24	G2	BATCH - G2	MECH	196030	Kandha Vel	/	P
25	G2	BATCH - G2	MECH	196044	MANIKANDAN S	/	P
26	G2	BATCH - G2	MECH	196051	mohan ram	(A)	(A)
27	G2	BATCH - G2	MECH	196053	K.Mullai Vendan	/	P
28	G2	BATCH - G2	MECH	196054	Muthu Kumar	/	P
29	G2	BATCH - G2	MECH	196070	RAGUL J	/	P
30	G2	BATCH - G2	MECH	196077	RAMYA S	/	P
31	G2	BATCH - G2	MECH	196082	SAIKIRAN M	/	P
32	G2	BATCH - G2	MECH	196111	VIGNESHWARAN J	(A)	(A)
33	G2	BATCH - G2	MECH	196128	prasanna m	/	P
34	G2	BATCH - G2	MECH	196133	Radha R	/	P
35	G2	BATCH - G2	MECH	196140	vignesh .M	/	P
36	G2	BATCH - G2	MECH	196149	Vignesh M	/	P
37	G2	BATCH - G2	MECH	196151	MURALI THARAN	/	P
38	G2	BATCH - G2	EEE	193012	BECCA R - (ADD ON 20.6.2019)	/	P

Date: 25 June 19

A.N DEEPA

Name of the Trainer: Total Present: 36

FN

166

ANUSHKA R AN : 25

20/6/19

Total Absent: 0

AN: 03

25.06.19

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-1

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G1	BATCH - A1	CSE	191012	Bala Kumaran G	/	/
2	G1	BATCH - A1	CSE	191014	Beryl Susanna	/	/
3	G1	BATCH - A1	CSE	191015	Bhavadarani M	/	/
4	G1	BATCH - A1	CSE	191018	Brahadambal Senthilvadevelan	/	/
5	G1	BATCH - A1	CSE	191022	Dhinesh Kumar S	/	/
6	G1	BATCH - A1	CSE	191023	Dhivakar S	/	/
7	G1	BATCH - A1	CSE	191026	frank richard	/	/
8	G1	BATCH - A1	CSE	191027	Giridhar K R	/	/
9	G1	BATCH - A1	CSE	191036	Janani R	/	/
10	G1	BATCH - A1	CSE	191050	Kishore Vasanth	/	/
11	G1	BATCH - A1	CSE	191057	Mohamed Nabeem P	/	/
12	G1	BATCH - A1	CSE	191067	Nivetha S	/	/
13	G1	BATCH - A1	CSE	191078	Raaja Vignesh C	/	/
14	G1	BATCH - A1	CSE	191080	Ranjani Kandasamy	/	/
15	G1	BATCH - A1	CSE	191090	Sanjay D	/	/
16	G1	BATCH - A1	CSE	191095	Shivaghami C	/	/
17	G1	BATCH - A1	CSE	191101	SriGopalakrishnan R	/	/
18	G1	BATCH - A1	CSE	191102	SRIRAM S	/	/
19	G1	BATCH - A1	ECE	192010	R. Akilandeshwari	/	/
20	G1	BATCH - A1	ECE	192019	Catherine Joyce	/	/
21	G1	BATCH - A1	EEE	193008	Aravindh Vetri	/	/
22	G1	BATCH - A1	EEE	193014	Booma Ganesan	/	/
23	G1	BATCH - A1	EEE	193021	Dilip R	/	/
24	G1	BATCH - A1	EEE	193024	Ganesan Sekar	/	/
25	G1	BATCH - A1	EEE	193027	Gowtham Kathir	/	/
26	G1	BATCH - A1	EEE	193045	Kowsalya Selvakumar	/	/
27	G1	BATCH - A1	EEE	193047	Lakshmi Sk	/	/
28	G1	BATCH - A1	EEE	193048	Madhumita S	/	/
29	G1	BATCH - A1	EEE	193052	Manish Anand	/	/
30	G1	BATCH - A1	EEE	193064	Nirubhanjali R V	AB	a
31	G1	BATCH - A1	EEE	193066	Prabhakaran S	/	/
32	G1	BATCH - A1	EEE	193083	Santhosh R	/	/
33	G1	BATCH - A1	EEE	193093	Sidharth Prasad	/	/
34	G1	BATCH - A1	CIVIL	197003	Abinaya R	/	/
35	G1	BATCH - A1	CIVIL	197066	yuvatharani p	/	/

AB  
25/6/19  
(S. Benitha)

ka

Date: 25/6/2019

Name of the Trainer:

Total Present:

Total Absent:

25.06.19

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-2

ATTENDANCE for Training by Six Pharse (2016 - 2020) FROM 20-26TH JUNE 2019

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S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	3 P A	2 P A
1	G1	BATCH - B1	CSE	191003	Abirami Venkateah	P	/
2	G1	BATCH - B1	CSE	191005	Alagu S	P	/
3	G1	BATCH - B1	CSE	191009	Arun Kumar	P	/
4	G1	BATCH - B1	CSE	191011	Athish G.A	P	/
5	G1	BATCH - B1	CSE	191016	Bhuvanesh Raj S	P	/
6	G1	BATCH - B1	CSE	191017	Bhuvaneshwari Manimuthu	P	/
7	G1	BATCH - B1	CSE	191019	Buvanesh Raj	P	/
8	G1	BATCH - B1	CSE	191020	darshna senthil	✓ (a)	(a)
9	G1	BATCH - B1	CSE	191021	Deepashree Mohanraj	P	/
10	G1	BATCH - B1	CSE	191024	Dinesh T	P	/
11	G1	BATCH - B1	CSE	191025	Fouzia Sultan	P	/
12	G1	BATCH - B1	CSE	191029	GOWRI GANEESH	P	/
13	G1	BATCH - B1	CSE	191030	Gowtham Krishna	P	/
14	G1	BATCH - B1	CSE	191031	Harini Ravichandran	P	/
15	G1	BATCH - B1	CSE	191033	Immanuel Irwin	P	/
16	G1	BATCH - B1	CSE	191035	Janani R	P	/
17	G1	BATCH - B1	CSE	191037	Jayashree Selvaraj	P	/
18	G1	BATCH - B1	CSE	191040	joe S	P	/
19	G1	BATCH - B1	CSE	191041	Jothika Sankar	P	/
20	G1	BATCH - B1	CSE	191043	Kaleeswari M	P	/
21	G1	BATCH - B1	CSE	191047	Keerthana S	P	/
22	G1	BATCH - B1	CSE	191048	Keerthana S	P	/
23	G1	BATCH - B1	CSE	191049	Keerthika S	P	/
24	G1	BATCH - B1	CSE	191051	Kisore Subburaman	P	/
25	G1	BATCH - B1	CSE	191052	Madhubala S	P	/
26	G1	BATCH - B1	CSE	191053	Madhumitha K	P	/
27	G1	BATCH - B1	CSE	191059	NANDHA GOPALA KRISHNAN C	P	/
28	G1	BATCH - B1	EEE	193092	Siddharthan M A	✓ (a)	/
29	G1	BATCH - B1	EEE	193113	vasanth M	✓ (a)	(a)
30	G1	BATCH - B1	CIVIL	197004	ahamed asfaq	P	/
31	G1	BATCH - B1	CIVIL	197010	ARUN KUMAR MAHENDRAN	P	/
32	G1	BATCH - B1	CIVIL	197016	Ellakiya Esthar Philip	P	/
33	G1	BATCH - B1	CIVIL	197029	MADHUMITHA J	P	/
34	G1	BATCH - B1	CIVIL	197037	niranjan A	P	/
35	G1	BATCH - B1	CIVIL	197055	vasanth M	P	/

DeePA Arvinth

Date: 25/06/2019

Name of the Trainer:

DeePA

Total Present:

32

Total Absent:

03

25.06.19

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-3

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ATTENDANCE for Training by Six Pharse (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G1	BATCH - C1	CSE	191061	Nandhini P	/	/
2	G1	BATCH - C1	CSE	191062	Nanthini N	/	/
3	G1	BATCH - C1	CSE	191063	Naveen K.S.R	/	/
4	G1	BATCH - C1	CSE	191065	Nithyasri K	/	/
5	G1	BATCH - C1	CSE	191070	PAVITHRA JAYARAMAN	/	/
6	G1	BATCH - C1	CSE	191071	Pragadeesh P	/	/
7	G1	BATCH - C1	CSE	191072	Prakash V	/	/
8	G1	BATCH - C1	CSE	191073	Prakriti V	/	/
9	G1	BATCH - C1	CSE	191074	PRASANNA KUMAR R	/	/
10	G1	BATCH - C1	CSE	191075	Prasanna Venkatesh R	/	/
11	G1	BATCH - C1	CSE	191076	Priyadharshini S	/	/
12	G1	BATCH - C1	CSE	191079	Rajalakshmi G	/	/
13	G1	BATCH - C1	CSE	191082	Renuka R	/	/
14	G1	BATCH - C1	CSE	191087	Sagul Hameed M	/	/
15	G1	BATCH - C1	CSE	191088	Salini S	/	/
16	G1	BATCH - C1	CSE	191093	Shanmuga priya R	/	/
17	G1	BATCH - C1	CSE	191097	Sivaranjani M	/	/
18	G1	BATCH - C1	CSE	191099	Sona N	/	/
19	G1	BATCH - C1	CSE	191100	Sowmiya S	/	/
20	G1	BATCH - C1	CSE	191103	Subraja V	/	/
21	G1	BATCH - C1	CSE	191105	swathi k	/	/
22	G1	BATCH - C1	CSE	191107	Thenmozhi K	/	/
23	G1	BATCH - C1	CSE	191111	venkat ramanan A.S	/	/
24	G1	BATCH - C1	CSE	191112	Venkatesan K	/	/
25	G1	BATCH - C1	CSE	191114	VINCY JOVITHA A	/	/
26	G1	BATCH - C1	CSE	191115	Vinoth M	/	/
27	G1	BATCH - C1	CSE	191116	Zabin Sharin P	/	/
28	G1	BATCH - C1	CSE	191120	Ajay D	/	/
29	G1	BATCH - C1	EEE	193001	Aadimaathavan Krishnan	/	/
30	G1	BATCH - C1	EEE	193002	Abhirami Venkataramanan	/	/
31	G1	BATCH - C1	EEE	193006	Antony Rozario Gnanaraj	/	/
32	G1	BATCH - C1	EEE	193016	deva dharshini	/	/
33	G1	BATCH - C1	EEE	193018	DHANRAJ B	/	/
34	G1	BATCH - C1	EEE	193030	HARIHARAN S	/	/
35	G1	BATCH - C1	EEE	193032	Hariharan K	/	/

P. Rajesh Kumar

Date: 25-06-19

Name of the Trainer:

170  
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Total Present: 35

Total Absent: 0

25.06.19

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-4  
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101  
102

ATTENDANCE for Training by Six Pharse (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	FN
1	G1	BATCH - D1	ECE	192003	abarna A	/	/
2	G1	BATCH - D1	ECE	192005	Abinaya A	/	/
3	G1	BATCH - D1	ECE	192008	Adhilakshmi K.N.M	/	/
4	G1	BATCH - D1	ECE	192009	Akash k	/	/
5	G1	BATCH - D1	ECE	192011	Akshaya B	/	/
6	G1	BATCH - D1	ECE	192012	Anantha Krishnan	/	/
7	G1	BATCH - D1	ECE	192013	Anusha S	/	/
8	G1	BATCH - D1	ECE	192015	Anusiyaa P	/	/
9	G1	BATCH - D1	ECE	192017	Ashif Ameer	/	/
10	G1	BATCH - D1	EEE	193031	Hari priya Balaji	/	/
11	G1	BATCH - D1	EEE	193033	Harshini Palanisamy	/	/
12	G1	BATCH - D1	EEE	193036	Irshath Ali	/	/
13	G1	BATCH - D1	EEE	193042	Keerthana Maruthamuthu	/	/
14	G1	BATCH - D1	EEE	193043	keerthi malini senthil kumar	/	/
15	G1	BATCH - D1	EEE	193051	Manikandan D	/	/
16	G1	BATCH - D1	EEE	193056	Mohamed Nasrullah	/	/
17	G1	BATCH - D1	EEE	193057	Mohamed Suhail A	/	/
18	G1	BATCH - D1	EEE	193059	Monika M	/	/
19	G1	BATCH - D1	EEE	193060	Nandhini Thanapal	/	/
20	G1	BATCH - D1	EEE	193062	Nethra M	/	/
21	G1	BATCH - D1	EEE	193063	NIDHISH TAMILALAGAN	/	/
22	G1	BATCH - D1	EEE	193067	PRADEEP A	/	/
23	G1	BATCH - D1	EEE	193070	Pragatheeswari Ganesan	/	/
24	G1	BATCH - D1	EEE	193074	priyadharshani p	/	(2)
25	G1	BATCH - D1	EEE	193075	CR Ragul	/	/
26	G1	BATCH - D1	EEE	193076	Rajendra Prasath.P	/	/
27	G1	BATCH - D1	EEE	193080	Rohit Mallya	/	/
28	G1	BATCH - D1	EEE	193081	Sachin S	/	/
29	G1	BATCH - D1	EEE	193097	Srinath Govindarajan	/	/
30	G1	BATCH - D1	EEE	193098	SRIRAM G	/	/
31	G1	BATCH - D1	EEE	193101	Subramanian D	/	/
32	G1	BATCH - D1	EEE	193106	Suruthi S	/	/
33	G1	BATCH - D1	EEE	193112	Valliammai S	/	/
34	G1	BATCH - D1	EEE	193127	santthosh M	/	/
35	G1	BATCH - D1	EEE	193129	N.sethu lakshmanan	/	/
36	G1	BATCH - D1	EEE	193130	PRAVEEN KUMAR M	/	/
37	G1	BATCH - D1	EEE	193132	MANIKANDAN RAJENDRAN	/	/

Date: 25.06.19

Name of the Trainer:

Total Present: 37

Total Absent: 01

## SARANATHAN COLLEGE OF ENGINEERING

25.06.2019

TIRUCHIRAPALLI - 12

Training and Placement

Lab-5  
NIL  
NIL

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	AN
1	G1	BATCH - E1	CSE	191002	Aashiq Ahmed	/	/
2	G1	BATCH - E1	CSE	191004	G Ajith Kumar	/	/
3	G1	BATCH - E1	CSE	191007	ANURADHA R	/	/
4	G1	BATCH - E1	CSE	191010	C.ARUNA CHELLAIAH	/	/
5	G1	BATCH - E1	CSE	191034	Ishwarya Sivaraj	/	/
6	G1	BATCH - E1	CSE	191038	Jeba Mary	/	/
7	G1	BATCH - E1	CSE	191042	Jusmitha N	/	/
8	G1	BATCH - E1	CSE	191044	kasthuri Balu	/	/
9	G1	BATCH - E1	CSE	191058	Mohana priya.S	/	/
10	G1	BATCH - E1	CSE	191060	Nandhini E	/	/
11	G1	BATCH - E1	CSE	191064	Nirmal R	/	/
12	G1	BATCH - E1	CSE	191069	Oviya R	/	/
13	G1	BATCH - E1	CSE	191083	RESHMAFATHIMA S	/	/
14	G1	BATCH - E1	CSE	191094	Sheebha Agnes C	/	/
15	G1	BATCH - E1	CSE	191098	Sivasankari R	/	/
16	G1	BATCH - E1	CSE	191104	Suhail Yusuff Azees	/	/
17	G1	BATCH - E1	CSE	191108	Uma maheswari T	/	/
18	G1	BATCH - E1	CSE	191109	Vaishnavi M	/	/
19	G1	BATCH - E1	CSE	191113	Vignesh K	/	/
20	G1	BATCH - E1	CSE	191119	Surya Prakash	/	/
21	G1	BATCH - E1	CSE	191121	Veeraragavan B	/	/
22	G1	BATCH - E1	ECE	192018	Bharathi p	/	/
23	G1	BATCH - E1	ECE	192035	Ganesh R	/	/
24	G1	BATCH - E1	ECE	192070	Mohamed Aashik	/	/
25	G1	BATCH - E1	EEE	193009	Arulraja K	/	/
26	G1	BATCH - E1	EEE	193011	BALAJI N	/	/
27	G1	BATCH - E1	EEE	193013	BHUVANESWARI S	/	/
28	G1	BATCH - E1	CIVIL	197005	S.M.Ajith Kumar	/	/
29	G1	BATCH - E1	CIVIL	197008	ARAVINDH AL	/	/
30	G1	BATCH - E1	CIVIL	197013	Bala subramanian P	/	/
31	G1	BATCH - E1	CIVIL	197021	Harshitha M	/	/
32	G1	BATCH - E1	CIVIL	197033	Nanthini Balasubramanian	/	/
33	G1	BATCH - E1	CIVIL	197038	nivetha senthil kumar	/	/
34	G1	BATCH - E1	CIVIL	197041	Preetha Rajen	/	/
35	G1	BATCH - E1	CIVIL	197044	Sadeesh P	/	/
36	G1	BATCH - E1	CIVIL	197049	Sivagamasundari E	/	/
37	G1	BATCH - E1	CIVIL	197062	Vijaya shanthi R	/	/

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Date:

Name of the Trainer:

B. SINDHU

Total Present:

37

Total Absent:

NIL



25.06.19

SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI - 12  
Training and Placement

Lab-6  
01 01

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student		
1	G1	BATCH - F1	ECE	192077	Prathiba Ramesh kumar	/	/
2	G1	BATCH - F1	ECE	192086	RUCKMANI S	/	/
3	G1	BATCH - F1	EEE	193015	Chandramohan P	/	/
4	G1	BATCH - F1	EEE	193017	Devi sri J	/	/
5	G1	BATCH - F1	EEE	193019	Dharshini Rajkumar	/	/
6	G1	BATCH - F1	EEE	193022	dinesh kumar	/	/
7	G1	BATCH - F1	EEE	193023	eswar m	/	/
8	G1	BATCH - F1	EEE	193025	Ganeshkumar V	/	/
9	G1	BATCH - F1	EEE	193026	Gokul nath A J	/	/
10	G1	BATCH - F1	EEE	193028	Guhan R	/	/
11	G1	BATCH - F1	EEE	193029	Guruprasad Kanchamalainathan	/	/
12	G1	BATCH - F1	EEE	193034	Hemadharshini G.v	/	/
13	G1	BATCH - F1	EEE	193035	Indhu Ramachandran	/	/
14	G1	BATCH - F1	EEE	193037	Joicy Johnson	/	/
15	G1	BATCH - F1	EEE	193039	Karthick Karthick	/	/
16	G1	BATCH - F1	EEE	193041	Keerthana D	/	/
17	G1	BATCH - F1	EEE	193044	Kishore Kumar	/	/
18	G1	BATCH - F1	EEE	193049	Madhuranthagi Thirumavalavan	/	/
19	G1	BATCH - F1	EEE	193053	Meenatchi Varadharajan	/	/
20	G1	BATCH - F1	EEE	193054	Megadharshini Sundharrasu	/	/
21	G1	BATCH - F1	EEE	193055	Mohamed Faizal	/	/
22	G1	BATCH - F1	EEE	193058	Mohamed Ameenullah	/	/
23	G1	BATCH - F1	EEE	193069	pradeepa L	/	/
24	G1	BATCH - F1	EEE	193071	Prasanth M	/	/
25	G1	BATCH - F1	EEE	193077	Ramaprabha G	/	/
26	G1	BATCH - F1	EEE	193079	R Rishikesh kumar	a/	/
27	G1	BATCH - F1	EEE	193084	Saranya G	/	/
28	G1	BATCH - F1	EEE	193085	sathya uma	/	/
29	G1	BATCH - F1	EEE	193086	selvashanthini s	/	/
30	G1	BATCH - F1	EEE	193087	shabash khan H	a/	/
31	G1	BATCH - F1	EEE	193088	Shahanaz Mariyam.m	/	/
32	G1	BATCH - F1	EEE	193090	shree haarrini s	/	/
33	G1	BATCH - F1	EEE	193091	Shyam Antoni	/	/
34	G1	BATCH - F1	EEE	193094	sivapriya s	/	/
35	G1	BATCH - F1	EEE	193095	Sophiya Josephine A	a	a
36	G1	BATCH - F1	EEE	193096	Soundharya Selvaraj	/	/
37	G1	BATCH - F1	EEE	193099	Subashree B	/	/

Date: 25/6/19

Name of the Trainer:

*P. Chandru*

Total Present:

36

Total Absent:

01

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

25.06.19

F.Y.C. Lab

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	Z	Z
1	G1	BATCH - G1	CSE	191006	AMBARISH PK	(a)	(A)
2	G1	BATCH - G1	CSE	191008	ARAVIND APARAJITH K	(a)	(A)
3	G1	BATCH - G1	CSE	191045	KAVYA PRIYADHARSHINI S	/	/
4	G1	BATCH - G1	CSE	191055	MANIKANDAN E	/	/
5	G1	BATCH - G1	CSE	191092	SELVA PRIYA R	(a)	(A)
6	G1	BATCH - G1	CSE	191106	THAYALAN GR	(a)	(A)
7	G1	BATCH - G1	ECE	192007	ABINAYA M	/	/
8	G1	BATCH - G1	ECE	192021	Deepika K	/	/
9	G1	BATCH - G1	ECE	192045	Jananie Nadarajahpillai	/	/
10	G1	BATCH - G1	ECE	192056	Keerthani P	/	/
11	G1	BATCH - G1	ECE	192057	Kesavan A	/	/
12	G1	BATCH - G1	ECE	192063	V.Maglin Fathima victor	/	/
13	G1	BATCH - G1	ECE	192071	MOHAMMED JAVITH A	/	/
14	G1	BATCH - G1	ECE	192072	MOHANRAJ P	/	/
15	G1	BATCH - G1	ECE	192081	PRIYADHARSHINI G	/	/
16	G1	BATCH - G1	ECE	192087	Sandhiya S	/	/
17	G1	BATCH - G1	ECE	192097	Shanmuga Priya R	/	/
18	G1	BATCH - G1	ECE	192099	silambarasi e	/	/
19	G1	BATCH - G1	EEE	193100	subhiksha k	/	/
20	G1	BATCH - G1	EEE	193103	Suganya N	/	/
21	G1	BATCH - G1	EEE	193104	Sundhara lakshmi R	/	/
22	G1	BATCH - G1	EEE	193105	suruthi j s	/	/
23	G1	BATCH - G1	EEE	193108	Swarnasri M	/	/
24	G1	BATCH - G1	EEE	193109	Swetha Ravi	/	/
25	G1	BATCH - G1	EEE	193111	Therasa Mettilda	/	/
26	G1	BATCH - G1	EEE	193117	Vijayalakshmi S	/	/
27	G1	BATCH - G1	EEE	193119	vishnu chander rajendran	/	/
28	G1	BATCH - G1	EEE	193123	Yuvasri Manoharan	/	/
29	G1	BATCH - G1	CIVIL	197001	ABARNA S	/	/
30	G1	BATCH - G1	CIVIL	197007	ANBUSELVAN A	/	/
31	G1	BATCH - G1	CIVIL	197009	Aravindh SP	/	/
32	G1	BATCH - G1	CIVIL	197011	Ashwin AS	/	/
33	G1	BATCH - G1	CIVIL	197014	Barani Raja	(a)	(A)
34	G1	BATCH - G1	CIVIL	197015	Dinesh S	/	/
35	G1	BATCH - G1	CIVIL	197032	MUFEENAA A	/	/
36	G1	BATCH - G1	CIVIL	197051	srinivashini v	/	/
37	G1	BATCH - G1	CIVIL	197058	VIVEKA R	/	/
38	G1	BATCH - G1	EEE	193010	ATCHAYA. S - (Add on 26.6.2019)	/	/

Date: 25.6.19.

K. P. Bhavadeharani

Name of the Trainer:

Total Present: 33

Total Absent: 5

174

Pin 2161

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	Present	Absent
1	G1	BATCH - H1	CSE	191001	Aarthi Muruganandham	/	/
2	G1	BATCH - H1	CSE	191039	Jeyachandran K	/	/
3	G1	BATCH - H1	CSE	191046	Keerthana B	/	/
4	G1	BATCH - H1	CSE	191091	Santosh Kumar	/	/
5	G1	BATCH - H1	CSE	191122	KRITHIKA A	/	/
6	G1	BATCH - H1	ECE	192014	Anushiya Perumal	/	/
7	G1	BATCH - H1	ECE	192059	KISHOREKUMAR R	(P)	(A)
8	G1	BATCH - H1	ECE	192076	Periyannan V	/	/
9	G1	BATCH - H1	ECE	192105	Sureshkumar M	/	/
10	G1	BATCH - H1	ECE	192112	vigneshwaran R	/	/
11	G1	BATCH - H1	ECE	192119	malarvizhi B	/	/
12	G1	BATCH - H1	EEE	193003	AJAY L	/	/
13	G1	BATCH - H1	EEE	193004	Ananth T	/	/
14	G1	BATCH - H1	EEE	193040	Karthi Keyan	/	/
15	G1	BATCH - H1	EEE	193061	Narmatha devi K	/	/
16	G1	BATCH - H1	EEE	193065	parthasarathy A	/	/
17	G1	BATCH - H1	EEE	193072	precilla poorani x	/	/
18	G1	BATCH - H1	EEE	193082	Santhosh Kumar	/	/
19	G1	BATCH - H1	EEE	193089	Sharvin J	/	/
20	G1	BATCH - H1	EEE	193124	Kalaiyaran R	/	/
21	G1	BATCH - H1	EEE	193126	Perumal Raja S	/	/
22	G1	BATCH - H1	EEE	193128	Mathavan K	/	/
23	G1	BATCH - H1	ICE	195004	Alan Roddick	/	/
24	G1	BATCH - H1	ICE	195027	Manoj Kumar	(P)	(A)
25	G1	BATCH - H1	ICE	195034	Praba Karan	/	/
26	G1	BATCH - H1	ICE	195037	Rukmani Narayanan	/	/
27	G1	BATCH - H1	ICE	195038	Sachin M	/	/
28	G1	BATCH - H1	ICE	195042	Saranraj M	/	/
29	G1	BATCH - H1	ICE	195053	Vimalathithan A	/	/
30	G1	BATCH - H1	MECH	196002	ANITH KUMAR	/	(A)
31	G1	BATCH - H1	MECH	196004	Antony Ruban	/	/
32	G1	BATCH - H1	MECH	196006	Arun Senthil	(P)	(A)
33	G1	BATCH - H1	MECH	196008	AZARUDEEN HABEEB MOHAMED	/	/
34	G1	BATCH - H1	MECH	196016	Dinesh Prabhu	/	/
35	G1	BATCH - H1	MECH	196017	Felix L	/	/
36	G1	BATCH - H1	MECH	196019	ganesh L	/	(A)
37	G1	BATCH - H1	MECH	196022	Gyanesh Waran	/	(A)
38	G1	BATCH - H1	CIVIL	197063	babu s	(P)	(A)
39	G1	BATCH - H1	MECH	196032	KARTHIKEYAN. R - (Add on 26.6.2019)	(P)	(A)

Date:

Sethuraj  
Name of the Trainer: 1/5

Total Present: 34

Total Absent: 5

26.06.19

## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

301

Nil  
NIL

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FN	
1	G2	BATCH - A2	ECE	192002	Aarthi L	/	/
2	G2	BATCH - A2	ECE	192016	Archana N	/	/
3	G2	BATCH - A2	ECE	192020	Claudius Grace M	/	/
4	G2	BATCH - A2	ECE	192024	Dhanvarshini M	/	/
5	G2	BATCH - A2	ECE	192026	DINAKARAN G	/	/
6	G2	BATCH - A2	ECE	192030	Elakeyaa Venkatesan	/	/
7	G2	BATCH - A2	ECE	192037	Hamshavardni Gunasekaran	/	/
8	G2	BATCH - A2	ECE	192048	Joseph Leyans Brighton.B	/	/
9	G2	BATCH - A2	ECE	192049	Joshua Bennet	/	/
10	G2	BATCH - A2	ECE	192053	Kavitha Subbaiah	/	/
11	G2	BATCH - A2	ECE	192054	KEERTHANA A	/	/
12	G2	BATCH - A2	ECE	192066	MANISHANKAR K	/	/
13	G2	BATCH - A2	ECE	192067	Melvin Nehemiah	/	/
14	G2	BATCH - A2	ECE	192073	MOHSINA G	/	/
15	G2	BATCH - A2	ECE	192075	pavithra v	/	/
16	G2	BATCH - A2	ECE	192078	PREETHA B	/	/
17	G2	BATCH - A2	ECE	192080	Priya Dharshini R	/	/
18	G2	BATCH - A2	ECE	192091	SARANYA P	/	/
19	G2	BATCH - A2	ECE	192092	Saravana kumaran B	/	/
20	G2	BATCH - A2	ECE	192101	Sruthi Pukalendi	/	/
21	G2	BATCH - A2	ECE	192103	Subiksha S.V	/	/
22	G2	BATCH - A2	ECE	192104	SUNIL KUMAR M	/	/
23	G2	BATCH - A2	EEE	193114	Vignesh S	/	/
24	G2	BATCH - A2	EEE	193116	vignesh s	/	/
25	G2	BATCH - A2	EEE	193120	Viswanathan Murali	/	/
26	G2	BATCH - A2	ICE	195017	Irfhanna Ameer.B	/	/
27	G2	BATCH - A2	ICE	195029	Mohamed Ashik	/	/
28	G2	BATCH - A2	ICE	195047	Subbiah Srinivasan	/	/
29	G2	BATCH - A2	ICE	195049	Surya Prakash	/	/
30	G2	BATCH - A2	ICE	195055	Yaamini A	/	/
31	G2	BATCH - A2	MECH	196049	Michael Harris	/	/
32	G2	BATCH - A2	MECH	196095	Seenivasan T	/	/
33	G2	BATCH - A2	MECH	196100	Srinivash K Nambi	/	/
34	G2	BATCH - A2	MECH	196101	Sriram M	/	/
35	G2	BATCH - A2	MECH	196117	Viswaragavan N	/	/
36	G2	BATCH - A2	IT	194021	INDUMATHY. R	/	/

SINDHU  
P. Chandr

Date:

Name of the Trainer:

176  
SINDHU

Total Present: 36

Total Absent:

NIL

26.06.2019

307

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student		
1	G2	BATCH - G2	EEE	193125	SHANMUGARAJESHWARAN M	/	/
2	G2	BATCH - G2	IT	194003	Abinaya Balasubramanian	/	/
3	G2	BATCH - G2	IT	194010	ANIRVAN VINOD	/	/
4	G2	BATCH - G2	IT	194014	Chandraleka P	/	/
5	G2	BATCH - G2	IT	194016	Ejas Ahmed	/	/
6	G2	BATCH - G2	IT	194017	Hariharan S	/	/
7	G2	BATCH - G2	IT	194023	Jenifer Infanta	/	/
8	G2	BATCH - G2	IT	194027	keerthana kuppusamy	/	/
9	G2	BATCH - G2	IT	194029	Lakshmi Rathnaa M	/	/
10	G2	BATCH - G2	IT	194030	Mathi manju	/	/
11	G2	BATCH - G2	IT	194032	Mushthak Ahamed	/	/
12	G2	BATCH - G2	IT	194035	pradeep A	/	/
13	G2	BATCH - G2	IT	194037	praveen baskar	/	/
14	G2	BATCH - G2	IT	194038	Priyadharshini M	/	/
15	G2	BATCH - G2	IT	194040	Ramaprabha Raman	/	/
16	G2	BATCH - G2	IT	194041	Ramya P	/	/
17	G2	BATCH - G2	IT	194042	Saranya Vaithyanathan	/	/
18	G2	BATCH - G2	IT	194052	Susmitha T.B	/	/
19	G2	BATCH - G2	IT	194061	rakesh r	/	(A)
20	G2	BATCH - G2	MECH	196005	ARUN PRAKASH G	/	/
21	G2	BATCH - G2	MECH	196023	Harish K	/	/
22	G2	BATCH - G2	MECH	196024	Harish Ravikumar	/	/
23	G2	BATCH - G2	MECH	196029	kalaiyarasan e	/	(A)
24	G2	BATCH - G2	MECH	196030	Kandha Vel	/	/
25	G2	BATCH - G2	MECH	196044	MANIKANDAN S	/	/
26	G2	BATCH - G2	MECH	196051	mohan ram	/	(A)
27	G2	BATCH - G2	MECH	196053	K.Mullai Vendan	/	(A)
28	G2	BATCH - G2	MECH	196054	Muthu Kumar	/	(A)
29	G2	BATCH - G2	MECH	196070	RAGUL J	/	/
30	G2	BATCH - G2	MECH	196077	RAMYA S	/	/
31	G2	BATCH - G2	MECH	196082	SAIKIRAN M	/	/
32	G2	BATCH - G2	MECH	196111	VIGNESHWARAN J	/	(A)
33	G2	BATCH - G2	MECH	196128	prasanna m	/	/
34	G2	BATCH - G2	MECH	196133	Radha R	/	/
35	G2	BATCH - G2	MECH	196140	vignesh .M	/	/
36	G2	BATCH - G2	MECH	196149	Vignesh M	/	/
37	G2	BATCH - G2	MECH	196151	MURALI THARAN	/	(A)
38	G2	BATCH - G2	EEE	193012	BECCA. R - (ADD ON 20.6.2019)	/	/

Date: 26.6.19

Name of the Trainer: Arivindh M

Total Present: 30

Total Absent: 8

26.06.19.

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-1

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

Nil  
Nil

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	22-FN	22-AN
1	G1	BATCH - A1	CSE	191012	Bala Kumaran G	/	/
2	G1	BATCH - A1	CSE	191014	Beryl Susanna	/	/
3	G1	BATCH - A1	CSE	191015	Bhavadarani M	/	/
4	G1	BATCH - A1	CSE	191018	Brahadambal Senthilvadivelan	/	/
5	G1	BATCH - A1	CSE	191022	Dhinesh Kumar S	/	/
6	G1	BATCH - A1	CSE	191023	Dhivakar S	/	/
7	G1	BATCH - A1	CSE	191026	frank richard	/	/
8	G1	BATCH - A1	CSE	191027	Giridhar K R	/	/
9	G1	BATCH - A1	CSE	191036	Janani R	/	/
10	G1	BATCH - A1	CSE	191050	Kishore Vasanth	/	/
11	G1	BATCH - A1	CSE	191057	Mohamed Nabeem P	/	/
12	G1	BATCH - A1	CSE	191067	Nivetha S	/	/
13	G1	BATCH - A1	CSE	191078	Raaja Vignesh C	/	/
14	G1	BATCH - A1	CSE	191080	Ranjani Kandasamy	/	/
15	G1	BATCH - A1	CSE	191090	Sanjay D	/	/
16	G1	BATCH - A1	CSE	191095	Shivaghami C	/	/
17	G1	BATCH - A1	CSE	191101	SriGopalakrishnan R	/	/
18	G1	BATCH - A1	CSE	191102	SRIRAM S	/	/
19	G1	BATCH - A1	ECE	192010	R. Akilandeshwari	/	/
20	G1	BATCH - A1	ECE	192019	Catherine Joyce	/	/
21	G1	BATCH - A1	EEE	193008	Aravindh Vetri	/	/
22	G1	BATCH - A1	EEE	193014	Booma Ganesan	/	/
23	G1	BATCH - A1	EEE	193021	Dilip R	/	/
24	G1	BATCH - A1	EEE	193024	Ganesan Sekar	/	/
25	G1	BATCH - A1	EEE	193027	Gowtham Kathir	/	/
26	G1	BATCH - A1	EEE	193045	Kowsalya Selvakumar	/	/
27	G1	BATCH - A1	EEE	193047	Lakshmi Sk	/	/
28	G1	BATCH - A1	EEE	193048	Madhumita S	/	/
29	G1	BATCH - A1	EEE	193052	Manish Anand	/	/
30	G1	BATCH - A1	EEE	193064	Nirubhanjali R V	/	/
31	G1	BATCH - A1	EEE	193066	Prabhakaran S	/	/
32	G1	BATCH - A1	EEE	193083	Santhosh R	/	/
33	G1	BATCH - A1	EEE	193093	Sidharth Prasad	/	/
34	G1	BATCH - A1	CIVIL	197003	Abinaya R	/	/
35	G1	BATCH - A1	CIVIL	197066	yuvatharani p	/	/

H

Date: 26-06-2019

Istewanja  
Name of the Trainer:35  
Total Present:NIL  
Total Absent:

26.06.19

SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI - 12  
Training and Placement

Lab-2

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

02 2

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	FZ	AN
1	G1	BATCH - B1	CSE	191003	Abirami Venkateah	/	/
2	G1	BATCH - B1	CSE	191005	Alagu S	/	/
3	G1	BATCH - B1	CSE	191009	Arun Kumar	/	/
4	G1	BATCH - B1	CSE	191011	Athish G.A	/	/
5	G1	BATCH - B1	CSE	191016	Bhuvanesh Raj S	/	/
6	G1	BATCH - B1	CSE	191017	Bhuvaneshwari Manimuthu	/	/
7	G1	BATCH - B1	CSE	191019	Buvanesh Raj	/	/
8	G1	BATCH - B1	CSE	191020	darshna senthil	/	/
9	G1	BATCH - B1	CSE	191021	Deepashree Mohanraj	/	/
10	G1	BATCH - B1	CSE	191024	Dinesh T	/	/
11	G1	BATCH - B1	CSE	191025	Fouzia Sultan	/	/
12	G1	BATCH - B1	CSE	191029	GOWRI GANEESH	/	/
13	G1	BATCH - B1	CSE	191030	Gowtham Krishna	/	/
14	G1	BATCH - B1	CSE	191031	Harini Ravichandran	/	/
15	G1	BATCH - B1	CSE	191033	Immanuel Irwin	/	/
16	G1	BATCH - B1	CSE	191035	Janani R	/	/
17	G1	BATCH - B1	CSE	191037	Jayashree Selvaraj	/	/
18	G1	BATCH - B1	CSE	191040	joe S	(a)	(a)
19	G1	BATCH - B1	CSE	191041	Jothika Sankar	/	/
20	G1	BATCH - B1	CSE	191043	Kaleeswari M	/	/
21	G1	BATCH - B1	CSE	191047	Keerthana S	/	/
22	G1	BATCH - B1	CSE	191048	Keerthana S	/	/
23	G1	BATCH - B1	CSE	191049	Keerthika S	/	/
24	G1	BATCH - B1	CSE	191051	Kisore Subburaman	/	/
25	G1	BATCH - B1	CSE	191052	Madhubala S	/	/
26	G1	BATCH - B1	CSE	191053	Madhumitha K	/	/
27	G1	BATCH - B1	CSE	191059	NANDHA GOPALA KRISHNAN C	/	/
28	G1	BATCH - B1	EEE	193092	Siddharthan M A	/	/
29	G1	BATCH - B1	EEE	193113	vasanth M	(a)	(a)
30	G1	BATCH - B1	CIVIL	197004	ahamed asfaq	/	/
31	G1	BATCH - B1	CIVIL	197010	ARUN KUMAR MAHENDRAN	/	/
32	G1	BATCH - B1	CIVIL	197016	Ellakiya Esthar Philip	/	/
33	G1	BATCH - B1	CIVIL	197029	MADHUMITHA J	/	/
34	G1	BATCH - B1	CIVIL	197037	niranjan A	/	/
35	G1	BATCH - B1	CIVIL	197055	vasanth M	/	/

S. Bonifacio  
26/6/19  
(S. Bonifacio) J. J. J.

Date:

Name of the Trainer:

Total Present:

Total Absent:

26.06.19

SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI - 12  
Training and Placement

Lab-3

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student	7 N	A N.
1	G1	BATCH - C1	CSE	191061	Nandhini P	/	P
2	G1	BATCH - C1	CSE	191062	Nanthini N	/	P
3	G1	BATCH - C1	CSE	191063	Naveen K.S.R	/	P
4	G1	BATCH - C1	CSE	191065	Nithyasri K	/	P
5	G1	BATCH - C1	CSE	191070	PAVITHRA JAYARAMAN	/	P
6	G1	BATCH - C1	CSE	191071	Pragadeesh P	/	P
7	G1	BATCH - C1	CSE	191072	Prakash V	/	P
8	G1	BATCH - C1	CSE	191073	Prakriti V	/	P
9	G1	BATCH - C1	CSE	191074	PRASANNA KUMAR R	/	P
10	G1	BATCH - C1	CSE	191075	Prasanna Venkatesh R	/	P
11	G1	BATCH - C1	CSE	191076	Priyadharshini S	/	P
12	G1	BATCH - C1	CSE	191079	Rajalakshmi G	/	P
13	G1	BATCH - C1	CSE	191082	Renuka R	/	P
14	G1	BATCH - C1	CSE	191087	Sagul Hameed M	/	P
15	G1	BATCH - C1	CSE	191088	Salini S	/	P
16	G1	BATCH - C1	CSE	191093	Shanmuga priya R	/	P
17	G1	BATCH - C1	CSE	191097	Sivaranjani M	/	P
18	G1	BATCH - C1	CSE	191099	Sona N	/	P
19	G1	BATCH - C1	CSE	191100	Sowmiya S	/	P
20	G1	BATCH - C1	CSE	191103	Subraja V	/	P
21	G1	BATCH - C1	CSE	191105	swathi k	/	P
22	G1	BATCH - C1	CSE	191107	Thenmozhi K	/	P
23	G1	BATCH - C1	CSE	191111	venkat ramanan A.S	/	P
24	G1	BATCH - C1	CSE	191112	Venkatesan K	/	P
25	G1	BATCH - C1	CSE	191114	VINCY JOVITHA A	/	P
26	G1	BATCH - C1	CSE	191115	Vinoth M	/	P
27	G1	BATCH - C1	CSE	191116	Zabin Sharin P	/	P
28	G1	BATCH - C1	CSE	191120	Ajay D	/	P
29	G1	BATCH - C1	EEE	193001	Aadimaathavan Krishnan	/	P
30	G1	BATCH - C1	EEE	193002	Abhirami Venkataramanan	/	P
31	G1	BATCH - C1	EEE	193006	Antony Rozario Gnanaraj	/	P
32	G1	BATCH - C1	EEE	193016	deva dharshini	/	P
33	G1	BATCH - C1	EEE	193018	DHANRAJ B	/	P
34	G1	BATCH - C1	EEE	193030	HARIHARAN S	/	P
35	G1	BATCH - C1	EEE	193032	Hariharan K	/	P

A.N. DEEPA

Date: 26.06.19

Name of the Trainer:

A.N. GEORGE

Total Present: 35

A.N. = 35

Total Absent: 0

A.N. NIL



## SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Training and Placement

Lab-4

26.06.19

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student		
1	G1	BATCH - D1	ECE	192003	abarna A	/	/
2	G1	BATCH - D1	ECE	192005	Abinaya A	/	/
3	G1	BATCH - D1	ECE	192008	Adhilakshmi K.N.M	/	/
4	G1	BATCH - D1	ECE	192009	Akash k	/	/
5	G1	BATCH - D1	ECE	192011	Akshaya B	/	/
6	G1	BATCH - D1	ECE	192012	Anantha Krishnan	/	/
7	G1	BATCH - D1	ECE	192013	Anusha S	/	/
8	G1	BATCH - D1	ECE	192015	Anusiyaa P	/	/
9	G1	BATCH - D1	ECE	192017	Ashif Ameer	/	/
10	G1	BATCH - D1	EEE	193031	Hari priya Balaji	/	/
11	G1	BATCH - D1	EEE	193033	Harshini Palanisamy	/	/
12	G1	BATCH - D1	EEE	193036	Irshath Ali	/	/
13	G1	BATCH - D1	EEE	193042	Keerthana Maruthamuthu	/	/
14	G1	BATCH - D1	EEE	193043	keerthi malini senthil kumar	/	/
15	G1	BATCH - D1	EEE	193051	Manikandan D	/	/
16	G1	BATCH - D1	EEE	193056	Mohamed Nasrullah	/	/
17	G1	BATCH - D1	EEE	193057	Mohamed Suhail A	a	a
18	G1	BATCH - D1	EEE	193059	Monika M	/	/
19	G1	BATCH - D1	EEE	193060	Nandhini Thanapal	/	/
20	G1	BATCH - D1	EEE	193062	Nethra M	/	/
21	G1	BATCH - D1	EEE	193063	NIDHISH TAMILALAGAN	/	/
22	G1	BATCH - D1	EEE	193067	PRADEEP A	/	/
23	G1	BATCH - D1	EEE	193070	Pragatheeswari Ganesan	/	/
24	G1	BATCH - D1	EEE	193074	priyadharshani p	/	/
25	G1	BATCH - D1	EEE	193075	CR Ragul	/	/
26	G1	BATCH - D1	EEE	193076	Rajendra Prasath.P	/	/
27	G1	BATCH - D1	EEE	193080	Rohit Mallya	/	/
28	G1	BATCH - D1	EEE	193081	Sachin S	/	/
29	G1	BATCH - D1	EEE	193097	Srinath Govindarajan	/	/
30	G1	BATCH - D1	EEE	193098	SRIRAM G	/	/
31	G1	BATCH - D1	EEE	193101	Subramanian D	/	/
32	G1	BATCH - D1	EEE	193106	Suruthi S	/	/
33	G1	BATCH - D1	EEE	193112	Valliammai S	/	/
34	G1	BATCH - D1	EEE	193127	santthosh M	/	/
35	G1	BATCH - D1	EEE	193129	N.sethu lakshmanan	/	/
36	G1	BATCH - D1	EEE	193130	PRAVEEN KUMAR M	/	/
37	G1	BATCH - D1	EEE	193132	MANIKANDAN RAJENDRAN	/	/

Date:

Name of the Trainer:

Total Present:

Total Absent:

26.06.19

SARANATHAN COLLEGE OF ENGINEERING  
TIRUCHIRAPALLI - 12  
Training and Placement

Lab-5 (01)

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019 (01)

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student		
1	G1	BATCH - E1	CSE	191002	Aashiq Ahmed	/	/
2	G1	BATCH - E1	CSE	191004	G Ajith Kumar	/	/
3	G1	BATCH - E1	CSE	191007	ANURADHA R	/	/
4	G1	BATCH - E1	CSE	191010	C.ARUNA CHELLAIAH	/	/
5	G1	BATCH - E1	CSE	191034	Ishwarya Sivaraj	/	/
6	G1	BATCH - E1	CSE	191038	Jeba Mary	/	/
7	G1	BATCH - E1	CSE	191042	Jusmitha N	/	/
8	G1	BATCH - E1	CSE	191044	kasthuri Balu	/	/
9	G1	BATCH - E1	CSE	191058	Mohana priya.S	/	/
10	G1	BATCH - E1	CSE	191060	Nandhini E	/	/
11	G1	BATCH - E1	CSE	191064	Nirmal R	/	/
12	G1	BATCH - E1	CSE	191069	Oviya R	/	/
13	G1	BATCH - E1	CSE	191083	RESHMAFATHIMA S	/	/
14	G1	BATCH - E1	CSE	191094	Sheebha Agnes C	/	/
15	G1	BATCH - E1	CSE	191098	Sivasankari R	/	/
16	G1	BATCH - E1	CSE	191104	Suhail Yusuff Azees	/	/
17	G1	BATCH - E1	CSE	191108	Uma maheswari T	/	/
18	G1	BATCH - E1	CSE	191109	Vaishnavi M	/	/
19	G1	BATCH - E1	CSE	191113	Vignesh K	/	/
20	G1	BATCH - E1	CSE	191119	Surya Prakash	/	/
21	G1	BATCH - E1	CSE	191121	Veeraragavan B	/	/
22	G1	BATCH - E1	ECE	192018	Bharathi p	/	/
23	G1	BATCH - E1	ECE	192035	Ganesh R	/	/
24	G1	BATCH - E1	ECE	192070	Mohamed Aashik	/	/
25	G1	BATCH - E1	EEE	193009	Arulraja K	/	/
26	G1	BATCH - E1	EEE	193011	BALAJI N	/	/
27	G1	BATCH - E1	EEE	193013	BHUVANESWARI S	/	/
28	G1	BATCH - E1	CIVIL	197005	S.M.Ajith Kumar	/	/
29	G1	BATCH - E1	CIVIL	197008	ARAVINDH AL	/	/
30	G1	BATCH - E1	CIVIL	197013	Bala subramanian P	/	/
31	G1	BATCH - E1	CIVIL	197021	Harshitha M	/	/
32	G1	BATCH - E1	CIVIL	197033	Nanthini Balasubramanian	/	/
33	G1	BATCH - E1	CIVIL	197038	nivetha senthil kumar	/	/
34	G1	BATCH - E1	CIVIL	197041	Preetha Rajen	/	/
35	G1	BATCH - E1	CIVIL	197044	Sadeesh P	/	/
36	G1	BATCH - E1	CIVIL	197049	Sivagamasundari E	/	/
37	G1	BATCH - E1	CIVIL	197062	Vijaya shanthi R	/	/

Date: 26.6.19.

Name of the Trainer:

K. Bhuvaneshwari

Total Present:

36/36

Total Absent:

1/1

26.06.19

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

04

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student		
1	G1	BATCH - F1	ECE	192077	Prathiba Ramesh kumar	/	/
2	G1	BATCH - F1	ECE	192086	RUCKMANI S	/	/
3	G1	BATCH - F1	EEE	193015	Chandramohan P	/	/
4	G1	BATCH - F1	EEE	193017	Devi sri J	/	/
5	G1	BATCH - F1	EEE	193019	Dharshini Rajkumar	/	/
6	G1	BATCH - F1	EEE	193022	dinesh kumar	(a)	(a)
7	G1	BATCH - F1	EEE	193023	eswar m	(a)	(a)
8	G1	BATCH - F1	EEE	193025	Ganeshkumar V	/	/
9	G1	BATCH - F1	EEE	193026	Gokul nath A J	/	/
10	G1	BATCH - F1	EEE	193028	Guhan R	/	/
11	G1	BATCH - F1	EEE	193029	Guruprasad Kanchamalainathan	/	/
12	G1	BATCH - F1	EEE	193034	Hemadharshini G.v	/	/
13	G1	BATCH - F1	EEE	193035	Indhu Ramachandran	/	/
14	G1	BATCH - F1	EEE	193037	Joicy Johnson	/	/
15	G1	BATCH - F1	EEE	193039	Karthick Karthick	/	/
16	G1	BATCH - F1	EEE	193041	Keerthana D	/	/
17	G1	BATCH - F1	EEE	193044	Kishore Kumar	/	/
18	G1	BATCH - F1	EEE	193049	Madhuranthagi Thirumavalavan	/	/
19	G1	BATCH - F1	EEE	193053	Meenatchi Varadharajan	/	/
20	G1	BATCH - F1	EEE	193054	Megadharshini Sundharrasu	/	/
21	G1	BATCH - F1	EEE	193055	Mohamed Faizal	/	/
22	G1	BATCH - F1	EEE	193058	Mohamed Ameenullah	(a)	(a)
23	G1	BATCH - F1	EEE	193069	pradeepa L	/	/
24	G1	BATCH - F1	EEE	193071	Prasanth M	/	/
25	G1	BATCH - F1	EEE	193077	Ramapraba G	/	/
26	G1	BATCH - F1	EEE	193079	R Rishikesh kumar	/	/
27	G1	BATCH - F1	EEE	193084	Saranya G	/	/
28	G1	BATCH - F1	EEE	193085	sathya uma	/	/
29	G1	BATCH - F1	EEE	193086	selvashanthini s	/	/
30	G1	BATCH - F1	EEE	193087	shabash khan H	/	/
31	G1	BATCH - F1	EEE	193088	Shahanaz Mariyam.m	/	/
32	G1	BATCH - F1	EEE	193090	shree haarrini s	/	/
33	G1	BATCH - F1	EEE	193091	Shyam Antoni	/	/
34	G1	BATCH - F1	EEE	193094	sivapriya s	/	/
35	G1	BATCH - F1	EEE	193095	Sophiya Josephine A	(a)	(a)
36	G1	BATCH - F1	EEE	193096	Soundharya Selvaraj	/	/
37	G1	BATCH - F1	EEE	193099	Subashree B	/	/

Date:

26/6/19

Name of the Trainer:

N. Chandrasekhar  
26/6/19  
Chandrasekhar, N

Total Present:

P. Chandran

Total Absent:

26.06.19

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

F.Y-Con.  
Lab06  
06

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student		
1	G1	BATCH - G1	CSE	191006	AMBARISH PK	@	@
2	G1	BATCH - G1	CSE	191008	ARAVIND APARAJITH K	/	/
3	G1	BATCH - G1	CSE	191045	KAVYA PRIYADHARSHINI S	/	/
4	G1	BATCH - G1	CSE	191055	MANIKANDAN E	@	@
5	G1	BATCH - G1	CSE	191092	SELVA PRIYA R	@	@
6	G1	BATCH - G1	CSE	191106	THAYALAN GR	@	@
7	G1	BATCH - G1	ECE	192007	ABINAYA M	@	@
8	G1	BATCH - G1	ECE	192021	Deepika K	/	/
9	G1	BATCH - G1	ECE	192045	Jananie Nadarajahpillai	/	/
10	G1	BATCH - G1	ECE	192056	Keerthani P	/	/
11	G1	BATCH - G1	ECE	192057	Kesavan A	/	/
12	G1	BATCH - G1	ECE	192063	V.Maglin Fathima victor	/	/
13	G1	BATCH - G1	ECE	192071	MOHAMMED JAVITH A	/	/
14	G1	BATCH - G1	ECE	192072	MOHANRAJ P	/	/
15	G1	BATCH - G1	ECE	192081	PRIYADHARSHINI G	/	/
16	G1	BATCH - G1	ECE	192087	Sandhiya S	/	/
17	G1	BATCH - G1	ECE	192097	Shanmuga Priya R	/	/
18	G1	BATCH - G1	ECE	192099	silambarasi e	/	/
19	G1	BATCH - G1	EEE	193100	subhiksha k	/	/
20	G1	BATCH - G1	EEE	193103	Suganya N	/	/
21	G1	BATCH - G1	EEE	193104	Sundhara lakshmi R	/	/
22	G1	BATCH - G1	EEE	193105	suruthi j s	/	/
23	G1	BATCH - G1	EEE	193108	Swarnasri M	/	/
24	G1	BATCH - G1	EEE	193109	Swetha Ravi	/	/
25	G1	BATCH - G1	EEE	193111	Therasa Mettilda	/	/
26	G1	BATCH - G1	EEE	193117	Vijayalakshmi S	/	/
27	G1	BATCH - G1	EEE	193119	vishnu chander rajendran	/	/
28	G1	BATCH - G1	EEE	193123	Yuvasri Manoharan	/	/
29	G1	BATCH - G1	CIVIL	197001	ABARNA S	/	/
30	G1	BATCH - G1	CIVIL	197007	ANBUSELVAN A	/	/
31	G1	BATCH - G1	CIVIL	197009	Aravindh SP	/	/
32	G1	BATCH - G1	CIVIL	197011	Ashwin AS	/	/
33	G1	BATCH - G1	CIVIL	197014	Barani Raja	@	@
34	G1	BATCH - G1	CIVIL	197015	Dinesh S	/	/
35	G1	BATCH - G1	CIVIL	197032	MUFEENAA A	/	/
36	G1	BATCH - G1	CIVIL	197051	srinivashini v	/	/
37	G1	BATCH - G1	CIVIL	197058	VIVEKA R	/	/
38	G1	BATCH - G1	EEE	193010	ATCHAYA, S - (Add on 26.6.2019)	/	/

Date:

26.6.19

Name of the Trainer:

190

Total Present:

Total Absent:

26.06.19

TIRUCHIRAPALLI - 12  
Training and Placement

Comm Lab

ATTENDANCE for Training by Six Phrase (2016 - 2020) FROM 20-26TH JUNE 2019

S.No.	GROUP	BATCH	degree	B.No.	Name of the Student		
1	G1	BATCH - H1	CSE	191001	Aarthi Muruganandham	/	/
2	G1	BATCH - H1	CSE	191039	Jeyachandran K	/	/
3	G1	BATCH - H1	CSE	191046	Keerthana B	/	/
4	G1	BATCH - H1	CSE	191091	Santosh Kumar	/	A
5	G1	BATCH - H1	CSE	191122	KRITHIKA A	A	A
6	G1	BATCH - H1	ECE	192014	Anushiya Perumal	/	/
7	G1	BATCH - H1	ECE	192059	KISHOREKUMAR R	A	A
8	G1	BATCH - H1	ECE	192076	Periyannan V	/	/
9	G1	BATCH - H1	ECE	192105	Sureshkumar M	/	/
10	G1	BATCH - H1	ECE	192112	vigneshwaran R	A	A
11	G1	BATCH - H1	ECE	192119	malarvizhi B	/	/
12	G1	BATCH - H1	EEE	193003	AJAY L	/	/
13	G1	BATCH - H1	EEE	193004	Ananth T	/	/
14	G1	BATCH - H1	EEE	193040	Karthi Keyan	/	/
15	G1	BATCH - H1	EEE	193061	Narmatha devi K	/	/
16	G1	BATCH - H1	EEE	193065	parthasarathy A	/	/
17	G1	BATCH - H1	EEE	193072	precilla poorani x	/	/
18	G1	BATCH - H1	EEE	193082	Santhosh Kumar	/	/
19	G1	BATCH - H1	EEE	193089	Sharvin J	/	/
20	G1	BATCH - H1	EEE	193124	Kalaiyaran R	/	/
21	G1	BATCH - H1	EEE	193126	Perumal Raja S	/	/
22	G1	BATCH - H1	EEE	193128	Mathavan K	/	/
23	G1	BATCH - H1	ICE	195004	Alan Roddick	/	/
24	G1	BATCH - H1	ICE	195027	Manoj Kumar	/	/
25	G1	BATCH - H1	ICE	195034	Praba Karan	A	/
26	G1	BATCH - H1	ICE	195037	Rukmani Narayanan	/	/
27	G1	BATCH - H1	ICE	195038	Sachin M	/	/
28	G1	BATCH - H1	ICE	195042	Saranraj M	/	/
29	G1	BATCH - H1	ICE	195053	Vimalathithan A	/	/
30	G1	BATCH - H1	MECH	196002	ANITH KUMAR	/	A
31	G1	BATCH - H1	MECH	196004	Antony Ruban	/	/
32	G1	BATCH - H1	MECH	196006	Arun Senthil	/	/
33	G1	BATCH - H1	MECH	196008	AZARUDEEN HABEEB MOHAMED	/	/
34	G1	BATCH - H1	MECH	196016	Dinesh Prabhu	/	/
35	G1	BATCH - H1	MECH	196017	Felix L	/	/
36	G1	BATCH - H1	MECH	196019	ganesh L	/	A
37	G1	BATCH - H1	MECH	196022	Gyanesh Waran	/	A
38	G1	BATCH - H1	CIVIL	197063	babu s	/	/
39	G1	BATCH - H1	MECH	196032	KARTHIKEYAN, R - (Add on 26.6.2019)	A	A

Date: 26 June 19

Name of the Trainer:

Total Present: 34

Total Absent: 5

A-N

191

32

7



# **SARANATHAN COLLEGE OF ENGINEERING**

**NH 45 B, Venkateswara Nagar, Panjappur,**

**Tiruchirappalli, Tamil Nadu 620012**

## **DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

**TRAINING**

**(2018-19)**



Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

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**Fwd: Placement related Aptitude training**

4 messages

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**Prof. Iyer Gopal Srinivasan Head, T & P Depart** <tp@saranathan.ac.in> Mon, Jun 18, 2018 at 4:28 PM  
To: 2019eeea-sce@googlegroups.com, 2019eeeb-sce@googlegroups.com, 2019ice-sce@googlegroups.com,  
"Mr.C.KRISHNAKUMAR HOD EEE" <krishnakumar-eee@saranathan.ac.in>, "Dr. S.M Girirajkumar HOD ICE  
Department" <girirajkumar-ice@saranathan.ac.in>, "Mr.R.Satheesh EEE Department" <satheesh-  
eee@saranathan.ac.in>, "Mr. Seetharaman ICE Department" <seetharaman-ice@saranathan.ac.in>, Saranathan  
Training & Placement Cell <hr@saranathan.ac.in>, "Principal of Saranathan College ," <principal@saranathan.ac.in>,  
"secretary ," <secretary@saranathan.ac.in>

Dear 2019 batch EEE and ICE student

Your placement related aptitude training starts from 25th June and will last till 30th June. I am sure you will pay up the training fees well before the starting date and will use the training sessions to improve your skills.

Like all previous years we are planning to classify all students into 4 groups Alpha,

Beta, Gamma and Theta. To decide on who will be classified into which group we are

actually offering five (5) on line tests. These tests can be taken from home between

19th , 20th and 21st. **But you must take all the 5 tests so that the classification can**

**be objective and performance based.** The instructions on how to take the tests and when

are in the attached explanation sheet (attached file with name "pre training test

schedule" . You can take all the 5 tests on a single day or multiple days. To avoid

overloading the server we have indicated different , servers and time slots for

different branches. you will be able to access your respective server only during the

specified times. The user name passwords for you are available in the attached excel

sheet.If you have any problems logging in and taking the tests the attached note

provides two contact numbers that you can contact for help.


Let us together make this training exercise a successful one. all the best. Gopal

--  
S Gopal Iyer  
Head Training & Placement  
Saranathan College of Engineering  
09944010825

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**2 attachments**

 **SIXPHRASE\_LOGIN\_CREDENTIALS\_JUNE2018.xls**  
146K

 pre training test schedule.doc  
401K

Prof. Iyer Gopal Srinivasan Head, T & P Depart <tp@saranathan.ac.in> Wed, Jun 20, 2018 at 10:34 AM  
To: 2019eeeea-sce@googlegroups.com, 2019eeeb-sce@googlegroups.com, 2019ice-sce@googlegroups.com,  
"Mr.C.KRISHNAKUMAR HOD EEE" <krishnakumar-eee@saranathan.ac.in>, "Dr. S.M Girirajkumar HOD ICE  
Department" <girirajkumar-ice@saranathan.ac.in>, "Mr.R.Satheesh EEE Department" <satheesh-  
eee@saranathan.ac.in>, "Mr. Seetharaman ICE Department" <seetharaman-ice@saranathan.ac.in>, Saranathan  
Training & Placement Cell <hr@saranathan.ac.in>, "Principal of Saranathan College ," <principal@saranathan.ac.in>,  
"secretary ," <secretary@saranathan.ac.in>

Dear 2019 batch EEE and ICE students

I am happy to note that in response to our e mail dated 18th June, you have started taking the on line tests. However the pace at which you have to take the tests has to significantly pick up. As of this morning 44 EEE students and 7 ICE students have started the test process which means 51 students out of a total 163 students. Since you have to take 5 tests before tomorrow (21st evening) our suggestion is that once you have logged in it may be better to take all the five tests at a stretch. I understand that after each test the test taker gets a marks tally. Please note that in a note book. This year we are planning to insist on each student maintaining a progressive track of the test results to facilitate your monitoring your own performance.

all the best

On Mon, Jun 18, 2018 at 4:28 PM, Prof. Iyer Gopal Srinivasan Head, T & P Depart <tp@saranathan.ac.in> wrote:

Dear 2019 batch EEE and ICE student

Your placement related aptitude training starts from 25th June and will lat till 30th June. I am sure you will pay up the training fees well before the starting date and will use the training sessions to improve your skills.

Like all previous years we are planning to classify all students into 4 groups Alpha, Beta, Gamma and Theta. To decide on who will be classified into which group we are actually offering five (5) on line tests. These tests can be taken from home between 19th , 20th and 21st. **But you must take all the 5 tests so that the classification can be objective and performance based.** The instructions on how to take the tests and when are in the attached explanation sheet (attached file with name "pre training test schedule" . You can take all the 5 tests on a single day or multiple days. To avoid overloading the server we have indicated different , servers and time slots for different branches. you will be able to access your respective server only during the specified times. The user name passwords for you are available in the attached excel sheet.If you have any problems logging in and taking the tests the attached note provides two contact numbers that you can contact for help.

Let us together make this training exercise a successful one. all the best. Gopal

--



S Gopal Iyer  
Head Training & Placement  
Saranathan College of Engineering  
09944010825

--

S Gopal Iyer  
Head Training & Placement  
Saranathan College of Engineering  
09944010825

---

Dr.C.KRISHNAKUMAR HOD EEE <krishnakumar-eee@saranathan.ac.in>  
To: "Mr.R.Satheesh EEE Department" <satheesh-eee@saranathan.ac.in>

Wed, Jun 20, 2018 at 11:20 AM

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

From: Prof. Iyer Gopal Srinivasan Head, T & P Depart <tp@saranathan.ac.in>  
Date: Mon, 18 Jun 2018, 4:28 pm  
Subject: Fwd: Placement related Aptitude training  
To: <2019eeeea-sce@googlegroups.com>, <2019eeeb-sce@googlegroups.com>, <2019ice-sce@googlegroups.com>  
, Mr.C.KRISHNAKUMAR HOD EEE <krishnakumar-eee@saranathan.ac.in>, Dr. S.M Girirajkumar HOD ICE  
Department <girirajkumar-ice@saranathan.ac.in>, Mr.R.Satheesh EEE Department <satheesh-  
eee@saranathan.ac.in>, Mr. Seetharaman ICE Department <seetharaman-ice@saranathan.ac.in>, Saranathan  
Training & Placement Cell <hr@saranathan.ac.in>, Principal of Saranathan College , <principal@saranathan.ac.in>,  
secretary , <secretary@saranathan.ac.in>

Dear 2019 batch EEE and ICE student

Your placement related aptitude training starts from 25th June and will last till 30th June. I am sure you will pay up the training fees well before the starting date and will use the training sessions to improve your skills.

Like all previous years we are planning to classify all students into 4 groups Alpha,

Beta, Gamma and Theta. To decide on who will be classified into which group we are

actually offering five (5) online tests. These tests can be taken from home between

19th , 20th and 21st. **But you must take all the 5 tests so that the classification can**

**be objective and performance based.** The instructions on how to take the tests and when

are in the attached explanation sheet (attached file with name "pre training test

schedule" . You can take all the 5 tests on a single day or multiple days. To avoid

overloading the server we have indicated different , servers and time slots for

different branches. you will be able to access your respective server only during the

specified times. The user name passwords for you are available in the attached excel

sheet.If you have any problems logging in and taking the tests the attached note

provides two contact numbers that you can contact for help.


Let us together make this training exercise a successful one. all the best. Gopal

--  
 S Gopal Iyer  
 Head Training & Placement  
 Saranathan College of Engineering  
 09944010825

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## 2 attachments

 **SIXPHRASE\_LOGIN\_CREDENTIALS\_JUNE2018.xls**  
 146K

 **pre training test schedule.doc**  
 401K

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**Dr.C.KRISHNAKUMAR HOD EEE** <krishnakumar-eee@saranathan.ac.in>  
 To: "Mr.R.Satheesh EEE Department" <satheesh-eee@saranathan.ac.in>

Wed, Jun 20, 2018 at 11:21 AM

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

From: Prof. Iyer Gopal Srinivasan Head, T & P Depart <tp@saranathan.ac.in>

Date: Wed, 20 Jun 2018, 10:34 am

Subject: Re: Placement related Aptitude training

To: <2019eeea-sce@googlegroups.com>, <2019eeeb-sce@googlegroups.com>, <2019ice-sce@googlegroups.com>  
 , Mr.C.KRISHNAKUMAR HOD EEE <krishnakumar-eee@saranathan.ac.in>, Dr. S.M Girirajkumar HOD ICE  
 Department <girirajkumar-ice@saranathan.ac.in>, Mr.R.Satheesh EEE Department <satheesh-  
 eee@saranathan.ac.in>, Mr. Seetharaman ICE Department <seetharaman-ice@saranathan.ac.in>, Saranathan  
 Training & Placement Cell <hr@saranathan.ac.in>, Principal of Saranathan College , <principal@saranathan.ac.in>,  
 secretary , <secretary@saranathan.ac.in>

Dear 2019 batch EEE and ICE students

I am happy to note that in response to our e mail dated 18th June, you have started taking the on line tests. However the pace at which you have to take the tests has to significantly pick up. As of this morning 44 EEE students and 7 ICE students have started the test process which means 51 students out of a total 163 students. Since you have to take 5 tests before tomorrow (21st evening) our suggestion is that once you have logged in it may be better to take all the five tests at a stretch. I understand that after each test the test taker gets a marks tally. Please note that in a note book. This year we are planning to insist on each student maintaining a progressive track of the test results to facilitate your monitoring your own performance.

all the best

On Mon, Jun 18, 2018 at 4:28 PM, Prof. Iyer Gopal Srinivasan Head, T & P Depart <tp@saranathan.ac.in> wrote:

Dear 2019 batch EEE and ICE student

Your placement related aptitude training starts from 25th June and will lat till 30th June. I am sure you will pay up the training fees well before the starting date and will use the training sessions to improve your skills.

Like all previous years we are planning to classify all students into 4 groups Alpha,

Beta, Gamma and Theta. To decide on who will be classified into which group we are

actually offering five (5) on line tests. These tests can be taken from home between

19th , 20th and 21st. **But you must take all the 5 tests so that the classification**

**can be objective and performance based.** The instructions on how to take the tests and

when are in the attached explanation sheet (attached file with name "pre training

test schedule" . You can take all the 5 tests on a single day or multiple days. To avoid overloading the server we have indicated different , servers and time slots for different branches. you will be able to access your respective server only during the specified times. The user name passwords for you are available in the attached excel sheet.If you have any problems logging in and taking the tests the attached note provides two contact numbers that you can contact for help.

Let us together make this training exercise a successful one. all the best. Gopal

--

S Gopal Iyer  
*Head Training & Placement*  
*Saranathan College of Engineering*  
09944010825

--

S Gopal Iyer  
*Head Training & Placement*  
*Saranathan College of Engineering*  
09944010825

**Saranathan College of Engineering**

**Tiruchirapalli – 620 012**

**Training and Placements**

**Training**

**Date: 25.6.2018 – 30.6.2018**

**Batch: 2015 – 2019**

**Branch: CSE, ECE, EEE, IT, ICE & MECH.,**

**BY: SIX PHRASE**



# Saranathan College of Engineering

Tiruchirappalli-620012.

Class Room and Lab Allotment for IV year students of all branches

## Soft Skills Training from 25.6.2018 to 30.06.2018.

S.No	Batch Number	Session		Venue	
		FN	AN	Class Room	On-line Test and Discussion
1	A1	Classes	On-Line Test and Discussion	RV306	Computer Lab-1
2	A2	Classes	On-Line Test and Discussion	RV307	Computer Lab-2
3	A3	Classes	On-Line Test and Discussion	RV308	Computer Lab-3
4	A4	Classes	On-Line Test and Discussion	RV309	Computer Lab-4
5	A5	Classes	On-Line Test and Discussion	RV310	Computer Lab-5
6	A6	Classes	On-Line Test and Discussion	RV402	Computer Lab-6,
7	A7	Classes	On-Line Test and Discussion	RV403	Communication Lab
8	A10	Classes	On-Line Test and Discussion	RV406	Communication Lab
9	B1	On-Line Test and Discussion	Classes	RV306	Computer Lab-1
10	B2	On-Line Test and Discussion	Classes	RV307	Computer Lab-2
11	B3	On-Line Test and Discussion	Classes	RV308	Computer Lab-3
12	B4	On-Line Test and Discussion	Classes	RV309	Computer Lab-4
13	B5	On-Line Test and Discussion	Classes	RV310	Computer Lab-5
14	B6	On-Line Test and Discussion	Classes	RV402	Computer Lab-6
15	B7	On-Line Test and Discussion	Classes	RV403	Communication Lab

**Note: Name to Batch number mapping is in the adjacent notice.**

**Batch A consists of CSE,IT&Mech students**

**Batch B consists of ECE,EEE & ICE students**

**Saranathan College of Engineering - SixPhrase Training Plan**

		Forenoon - Theory Session		Afternoon - Lab Session	
Day 1, Day 3 & Day 5	Group 1	Session 1	Session 2	Session 3	Session 4
	A1	Bala	Karthick	Yuvasree	Mahesh
	A2	Karthick	Bala	Mahesh	Yuvasree
	A3	Sasireka	Kogila	Antony	Lakshmi
	A4	Kogila	Sasireka	Lakshmi	Antony

		Forenoon - Theory Session		Afternoon - Lab Session	
Day 2, Day 4 & Day 6	Group 1	Session 1	Session 2	Session 3	Session 4
	A1	Sasireka	Kogila	Antony	Lakshmi
	A2	Kogila	Sasireka	Lakshmi	Antony
	A3	Bala	Karthick	Yuvasree	Mahesh
	A4	Karthick	Bala	Mahesh	Yuvasree

		Forenoon - Theory Session		Afternoon - Lab Session	
Day 1, Day 3 & Day 5	Group 2	Session 1	Session 2	Session 3	Session 4
	A5	Prabhu	Santhosh	Ashock	Mohammed
	A6	Santhosh	Prabhu	Mohammed	Ashock
	A7	Siva	Malesh	Uma	Srinivas
	A8	Malesh	Siva	Srinivas	Uma

		Forenoon - Theory Session		Afternoon - Lab Session	
Day 2, Day 4 & Day 6	Group 2	Session 1	Session 2	Session 3	Session 4
	A5	Siva	Malesh	Uma	Srinivas
	A6	Malesh	Siva	Srinivas	Uma
	A7	Prabhu	Santhosh	Ashock	Mohammed
	A8	Santhosh	Prabhu	Mohammed	Ashock

		Forenoon - Theory Session		Afternoon - Lab Session	
Day 1 to Day 6	Group 3	Session 1	Session 2	Session 3	Session 4
	A9	Ashock	George	Mohammad	Srinivas
	A10	George	Ashock	Srinivas	Mohammed

		Forenoon - Lab Session		Afternoon - Theory Session	
Day 1, Day 3 & Day 5	Group 4	Session 1	Session 2	Session 3	Session 4
	B1	Yuvasree	Mahesh	Bala	Karthick
	B2	Mahesh	Yuvasree	Karthick	Bala
	B3	Antony	Lakshmi	Sasireka	Kogila
	B4	Lakshmi	Antony	Kogila	Sasireka

		Forenoon - Lab Session		Afternoon - Theory Session	
Day 2, Day 4 & Day 6	Group 4	Session 1	Session 2	Session 3	Session 4
	B1	Antony	Lakshmi	Sasireka	Kogila
	B2	Lakshmi	Antony	Kogila	Sasireka
	B3	Yuvasree	Mahesh	Bala	Karthick
	B4	Mahesh	Yuvasree	Karthick	Bala

		Forenoon - Lab Session		Afternoon - Theory Session	
Day 1, Day 3 & Day 5	Group 5	Session 1	Session 2	Session 3	Session 4
	B5	Ashock	Mohammed	Prabhu	Santhosh
	B6	Mohammed	Ashock	Santhosh	Prabhu
	B7	Uma	Srinivas	Siva	Malesh
	B8	Srinivas	Uma	Malesh	Siva

		Forenoon - Lab Session		Afternoon - Theory Session	
Day 2, Day 4 & Day 6	Group 5	Session 1	Session 2	Session 3	Session 4
	B5	Uma	Srinivas	Siva	Malesh
	B6	Srinivas	Uma	Malesh	Siva
	B7	Ashock	Mohammed	Prabhu	Santhosh
	B8	Mohammed	Ashock	Santhosh	Prabhu

Day	Trainer	Title	Topic
1 & 2	Bala & Prabhu	Quantitative	Numbers
3 & 4	Bala & Prabhu	Quantitative	Permutation and Combinatio
5 & 6	Bala & Prabhu	Quantitative	Probability
1 & 2	Kogila & Malesh	Quantitative	Time & Work
3 & 4	Kogila & Malesh	Quantitative	Time, Speed, Distance
5 & 6	Kogila & Malesh	Quantitative	Percentage, Profit and Loss
1 & 2	Karthick & Santhosh	Reasoning	Syllogism, Coding and Decod
3 & 4	Karthick & Santhosh	Reasoning	Data Sufficiency, Data Interpr
5 & 6	Karthick & Santhosh	Reasoning	Blood Relation, Logical Game
1 & 2	Sasireka & Siva	Verbal	Sentence Correction & Impro
3 & 4	Sasireka & Siva	Verbal	Spotting Errors, Sentence Co
5 & 6	Sasireka & Siva	Verbal	Reading Comprehension, The

**SARANATHAN COLLEGE OF ENGINEERING**

Tiruchirapalli - 620 012

Training and Placement

**Hall Allocation**

Name of the Staff

Venugopal A.K.

Training\_2018 (Aptitude & Verbal)

Date 25-06-2018

Total Pre:

24

Total Abs:

1

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182024	A	FELIX. J	B1	RV-306	/	
2	ECE	182033	A	INFENCE FRANKA.J	B1	RV-306	/	
3	ECE	182036	A	JANITHAA .D	B1	RV-306	/	
4	ECE	182041	A	KAMILA FATHIMA JOHARA	B1	RV-306	2	
5	ECE	182044	A	KAVIYA. G	B1	RV-306	/	
6	ECE	182052	A	LAVANYA. P	B1	RV-306	/	
7	ECE	182056	A	MANIJA. M	B1	RV-306	/	
8	ECE	182068	B	NANDA KUMAR. S	B1	RV-306	/	
9	ECE	182071	B	NIRANJANI. P.C	B1	RV-306	/	
10	ECE	182081	B	PREETHI. M	B1	RV-306	/	
11	ECE	182086	B	PRIYANKA.T	B1	RV-306	/	
12	ECE	182087	B	RAGURAAM .S	B1	RV-306	/	
13	ECE	182109	B	SUGASINI. K	B1	RV-306	/	
14	ECE	182116	B	VARSHINI.S	B1	RV-306	/	
15	EEE	183016	A	BHARANIDHARAN. M.S	B1	RV-306	/	
16	EEE	183041	A	KIRUTHIKA .G.	B1	RV-306	/	
17	EEE	183044	A	KRISHNA PRIYA. V	B1	RV-306	/	
18	EEE	183054	A	MERLIN ANTONITA. X	B1	RV-306	/	
19	EEE	183055	A	MOHAMED AADIL. J	B1	RV-306	/	
20	EEE	183058	A	MUTHU KARUPPAN .N.	B1	RV-306	/	
21	EEE	183071	B	POOJA SRI.B	B1	RV-306	/	
22	EEE	183076	B	PRATHEEBA. R	B1	RV-306	/	
23	EEE	183080	B	PRIYADHARSHINI. K	B1	RV-306	/	
24	EEE	183090	B	SAJITHA NILOFER.S	B1	RV-306	/	
25	EEE	183097	B	SINDHU ROSHNI .R	B1	RV-306	/	
26	EEE	183099	B	SIVASUBRAMANIAN.S	B1	RV-306	/	
27	EEE	183100	B	SOORYA.B	B1	RV-306	/	
28	EEE	183102	B	SRIMATI .G	B1	RV-306	/	
29	EEE	183128	A	SARAVANAN. R	B1	RV-306	/	
30	ICE	185034	A	NAGIMMA BEGAM. M	B1	RV-306	/	
31	ICE	185044	A	SANTHOSHINI .R	B1	RV-306	/	
32	ICE	185053	A	SUBBULAKSHMI. P.N	B1	RV-306	/	
33	ICE	185054	A	SWETHA .S	B1	RV-306	/	
34	ICE	185056	A	UMA MAHESWARI. K	B1	RV-306	/	
35	ICE	185057	A	VARSHINEE. R	B1	RV-306	/	

12/18



SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

Hall Allocation

Training\_2018 (Aptitude & Verbal)

Name of the Staff

George

Date 25-06-2018

Total Pre:

35

Total Abs:

0

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182008	A	ARCHANA. M.R	B2	RV-307	/	
2	ECE	182010	A	BHAMINI.J.A	B2	RV-307	/	
3	ECE	182020	A	DOMINIC.C	B2	RV-307	/	
4	ECE	182049	A	KISHORE R	B2	RV-307	/	
5	ECE	182050	A	KRISHNAKUMAR.T.R	B2	RV-307	/	
6	ECE	182053	A	LEONSIS KANAGA ROSHINI.	B2	RV-307	/	
7	ECE	182065	B	MONISHA SHREE.S	B2	RV-307	/	
8	ECE	182066	B	MUKESH RAJ. M	B2	RV-307	/	
9	ECE	182067	B	MUTHU LAVANYA.B	B2	RV-307	/	
10	ECE	182082	B	PRIADHARSHINI. S	B2	RV-307	/	
11	ECE	182089	B	RIZWANA BATCHA. R	B2	RV-307	/	
12	ECE	182090	B	SANCHANA. B	B2	RV-307	/	
13	ECE	182098	B	SHALEENI PRIYA. R.K	B2	RV-307	/	
14	ECE	182103	B	SIVA SOWNDARIYA .M	B2	RV-307	/	
15	ECE	182107	B	SRIGNANESHWARI. C	B2	RV-307	/	
16	ECE	182111	B	SURYA. H	B2	RV-307	/	
17	ECE	182140	A	SHERRIN TERESAA. A.J	B2	RV-307	/	
18	EEE	183001	A	AADITHYA VIGNESH .G.	B2	RV-307	/	
19	EEE	183004	A	ABINAYA. K	B2	RV-307	/	
20	EEE	183012	A	ASWANTH. B	B2	RV-307	/	
21	EEE	183014	A	BARATH. R	B2	RV-307	/	
22	EEE	183017	A	BHAVADHARINI.P	B2	RV-307	/	
23	EEE	183029	A	GAYATHRI. N	B2	RV-307	/	
24	EEE	183046	A	LEO ALDRINRAJ.A.S	B2	RV-307	/	
25	EEE	183047	A	MADHANRAJ. S	B2	RV-307	/	
26	EEE	183048	A	MAHALAKSHMI. C	B2	RV-307	/	
27	EEE	183053	A	MEENACHI.R	B2	RV-307	/	
28	EEE	183064	B	NAVEEN KUMAR. K	B2	RV-307	/	
29	EEE	183067	B	NIVETHA.R	B2	RV-307	/	
30	EEE	183077	B	PRINCE THOMSON.J	B2	RV-307	/	
31	EEE	183104	B	SUBALAKSHMI.K	B2	RV-307	/	
32	EEE	183116	B	VIJAYA LAKSHMI .K	B2	RV-307	/	
33	ICE	185013	A	GAYATHIRI.T.J	B2	RV-307	/	
34	ICE	185018	A	HARISHRAJ. R	B2	RV-307	/	
35	ICE	185042	A	SAIKAMALA. C.M	B2	RV-307	/	

13/18

# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Name of the Staff

Mr. A. Antony King  
Thomson

Date 25-06-2018

Total Pre:

34

Total Abs:

1

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182011	A	BHARATHAN. S	B3	RV-308	X	
2	ECE	182012	A	BHARATHI RAJA. T	B3	RV-308	X	
3	ECE	182013	A	BHUVANESWARI. K	B3	RV-308	X	
4	ECE	182016	A	DEEPIKA. T	B3	RV-308	X	
5	ECE	182023	A	FAAMEEDHA BEGAM. A	B3	RV-308	X	
6	ECE	182027	A	GOPINATH.V	B3	RV-308	X	
7	ECE	182043	A	KAVIYA .S	B3	RV-308	X	
8	ECE	182076	B	PRAGATHI. S	B3	RV-308	X	
9	ECE	182084	B	PRIYADHARSHINI. P	B3	RV-308	X	
10	ECE	182110	B	SUKITHA. R	B3	RV-308	X	
11	ECE	182112	B	THARANGINI.S	B3	RV-308	X	
12	EEE	183002	A	AARTHY. A	B3	RV-308	X	
13	EEE	183003	A	AATHREYA. S	B3	RV-308	X	
14	EEE	183008	A	AJITH ARUMUGAM.A	B3	RV-308	X	
15	EEE	183024	A	DHIVYA. A	B3	RV-308	X	
16	EEE	183030	A	HARITHA.R	B3	RV-308	X	
17	EEE	183036	A	KARTHIKHAINI. K	B3	RV-308	X	
18	EEE	183037	A	KAVIPRIYA. V.R	B3	RV-308	X	
19	EEE	183039	A	KEERTHANA. V	B3	RV-308	X	
20	EEE	183068	B	PARVATHI.K	B3	RV-308	X	
21	EEE	183069	B	PAVINTHAN. M	B3	RV-308	X	
22	EEE	183073	B	PRADEEP RAAJ. K	B3	RV-308	X	
23	EEE	183075	B	PRASANTHINI.S	B3	RV-308	X	
24	EEE	183078	B	PRINCY SMITHA. G	B3	RV-308	X	
25	EEE	183082	B	RAGHAVAN. S.S	B3	RV-308	X	
26	EEE	183083	B	RAHUL MALLYA	B3	RV-308	X	
27	EEE	183101	B	SRIMATHI. S	B3	RV-308	X	
28	EEE	183111	B	SWETHA. S	B3	RV-308	X	
29	EEE	183115	B	UDHAYANIRANJANA .V	B3	RV-308	X	
30	EEE	183119	B	VISHAL .N	B3	RV-308	X	
31	EEE	183120	B	VISHALI.G	B3	RV-308	X	
32	EEE	183134	A	VIJAYAKUMAR. M	B3	RV-308	X	
33	ICE	185004	A	AJAY. G	B3	RV-308	X	
34	ICE	185008	A	AZHAGU VIGNA RAJAN M	B3	RV-308	X	
35	ICE	185061	A	MUTHALAGAPPAN C T	B3	RV-308	X	

14/18

SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

Hall Allocation

Name of the Staff

B. Lakshmi

Training\_2018 (Aptitude & Verbal)

Date 25.06.2018

Total Pre:

31

Total Abs:

2

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182001	A	ABINAYA.M	B4	RV-309	P	
2	ECE	182007	A	ALLEN RUFES.A	B4	RV-309	P	
3	ECE	182025	A	GAJALAKSHMI. C	B4	RV-309	P	
4	ECE	182026	A	GEETHA. V	B4	RV-309	P	
5	ECE	182032	A	INFANT ANTO SINTHIYA.J	B4	RV-309	P	
6	ECE	182047	A	KEERTHANA.G	B4	RV-309	AB	
7	ECE	182057	A	MANIKANDAN. M	B4	RV-309	P	
8	ECE	182061	B	MEGALA. N	B4	RV-309	P	
9	ECE	182073	B	NIVETHAA. R	B4	RV-309	P	
10	ECE	182074	B	POOJITHA .S	B4	RV-309	P	
11	ECE	182075	B	POORNAPRIYA. K	B4	RV-309	AB	
12	ECE	182088	B	RAJAMEENAKSHI.S	B4	RV-309	P	
13	ECE	182093	B	SARANYA. P	B4	RV-309	P	
14	ECE	182099	B	SHALINI. G	B4	RV-309	P	
15	ECE	182101	B	SHUNMATHI. M	B4	RV-309	P	
16	ECE	182108	B	SRUTHI.K	B4	RV-309	P	
17	ECE	182117	B	VENKATASUBRAMANIAN. F	B4	RV-309	P	
18	EEE	183015	A	BARJANA BEGAM.S	B4	RV-309	P	
19	EEE	183023	A	DHIVYA BHARATHI .A	B4	RV-309	P	
20	EEE	183025	A	DINESHKUMAR. V	B4	RV-309	P	
21	EEE	183032	A	JANE MIRIAM.J	B4	RV-309	P	
22	EEE	183038	A	KAVYA.V	B4	RV-309	P	
23	EEE	183040	A	KIRTHIKA.R	B4	RV-309	P	
24	EEE	183060	A	MUTHULAKSHMI. M	B4	RV-309	P	
25	EEE	183074	B	PRASANTH. P	B4	RV-309	P	
26	EEE	183088	B	RANJITH KUMAR.A	B4	RV-309	P	
27	EEE	183103	B	SRINIVASAN .SB.	B4	RV-309	P	
28	EEE	183117	B	VIJITHRA .N	B4	RV-309	P	
29	EEE	183121	B	YAMUNA.G	B4	RV-309	P	
30	EEE	183127	A	VIGNESH. V	B4	RV-309	P	
31	ICE	185051	A	SREEDIVYA .S	B4	RV-309	P	
32	ICE	185059	A	VOVIYAA. V.M	B4	RV-309	P	
33	ICE	185068	A	ARJUN. M	B4	RV-309	P	

15/18

SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

Hall Allocation

Name of the Staff

UMA MANESHWAR1.G

Training\_2018 (Aptitude & Verbal)

Date 25.06.2018

Total Pre:

32

Total Abs:

2

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182017	A	DHANALAKSHMI. A	B5	RV-310	P	
2	ECE	182021	A	EJAZ HUSSAIN.R	B5	RV-310	P	
3	ECE	182028	A	GOUTHAM.B	B5	RV-310	P	
4	ECE	182037	A	JAYAKOKELA.S	B5	RV-310	P	
5	ECE	182039	A	JOSHUA. P	B5	RV-310	P	
6	ECE	182051	A	LAVANYA .S.	B5	RV-310	P	
7	ECE	182062	B	MERCILDA.G	B5	RV-310	A	
8	ECE	182080	B	PREETHI. G	B5	RV-310	P	
9	ECE	182105	B	SOWNDARYA. S	B5	RV-310	P	
10	ECE	182106	B	SRI LAKSHMI DEVI.B	B5	RV-310	P	
11	ECE	182123	B	YOGESWARI .N	B5	RV-310	P	
12	ECE	182126	A	PRIYADHARSHINI. G	B5	RV-310	A	
13	EEE	183020	A	CHIVUKULA SRILAXMIE KRI	B5	RV-310	P	
14	EEE	183021	A	CYRIL ROZARIO.B	B5	RV-310	P	
15	EEE	183027	A	EAZHILARASI.J	B5	RV-310	P	
16	EEE	183033	A	KALAISELVI. K	B5	RV-310	P	
17	EEE	183056	A	MOHAMED ASIF .K	B5	RV-310	P	
18	EEE	183063	B	NANDA .S.	B5	RV-310	P	
19	EEE	183072	B	POOVARASAN. R	B5	RV-310	P	
20	EEE	183087	B	RAMYAPRABHA. R	B5	RV-310	P	
21	EEE	183089	B	REKHA. L	B5	RV-310	P	
22	EEE	183096	B	SHANTHI .L	B5	RV-310	P	
23	EEE	183105	B	SURENDRAN. K.R	B5	RV-310	P	
24	EEE	183108	B	SWARNA GOWRI. M	B5	RV-310	P	
25	EEE	183124	B	HARI PRAKASH. R	B5	RV-310	P	
26	EEE	183126	A	ISHWARYA. S	B5	RV-310	P	
27	EEE	183135	A	SRIPAUL. J	B5	RV-310	P	
28	ICE	185006	A	ARSHAD ALAM MOHAMME	B5	RV-310	P	
29	ICE	185009	A	BARATHWAJ.R	B5	RV-310	P	
30	ICE	185016	A	HARII HARREN.G	B5	RV-310	P	
31	ICE	185019	A	ISWARYA.S	B5	RV-310	P	
32	ICE	185022	A	JEYACHANDRAN.R	B5	RV-310	P	
33	ICE	185032	A	MUTHUMEENAL. M	B5	RV-310	P	
34	ICE	185058	A	VIJAY P.S	B5	RV-310	P	

16/18

**SARANATHAN COLLEGE OF ENGINEERING**

Tiruchirapalli - 620 012

Training and Placement

**Hall Allocation**

Name of the Staff

Arvinth M

Training\_2018 (Aptitude & Verbal)

Date 25-06-2018

Total Pre:

33

Total Abs:

352

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182045	A	KEERTHANA .R	B6	RV-402	P	
2	ECE	182059	A	MARIAMMAL. G	B6	RV-402	P	
3	ECE	182072	B	NITHYA PRIYADHARSHINI. S	B6	RV-402	P	
4	ECE	182083	B	PRIYADHARSHINI. K	B6	RV-402	P	
5	ECE	182091	B	SANTHIYA.D	B6	RV-402	P	
6	ECE	182096	B	SELVARANI. K	B6	RV-402	P	
7	ECE	182102	B	SINDHUJA. C	B6	RV-402	P	
8	ECE	182115	B	VAISHNAVI.G	B6	RV-402	P	
9	ECE	182119	B	VIJAYABHARATHI. D	B6	RV-402	P	
10	EEE	183005	A	ABINAYA. T	B6	RV-402	P	
11	EEE	183007	A	AJAY .M.S.	B6	RV-402	P	
12	EEE	183009	A	AKHILA.B	B6	RV-402	P	
13	EEE	183010	A	ARAVINDAN. U	B6	RV-402	P	
14	EEE	183018	A	BOOPATHINAVANEETHAN.	B6	RV-402	P	
15	EEE	183028	A	ELAMURUGU. K	B6	RV-402	P	
16	EEE	183031	A	HEMADEVI. T	B6	RV-402	P	
17	EEE	183052	A	MANORANJAN.G	B6	RV-402	P	
18	EEE	183057	A	MOHAMMED FAISAL .Z.	B6	RV-402	P	
19	EEE	183086	B	RAMANATHAN.AL	B6	RV-402	P	
20	EEE	183092	B	SARANYA.U	B6	RV-402	P	
21	EEE	183107	B	SWAMINATHAN.S	B6	RV-402	P	
22	EEE	183109	B	SWATHI.A	B6	RV-402	P	
23	EEE	183114	B	THARANYA S	B6	RV-402	P	
24	EEE	183122	A	PRADEEP KUMAR M	B6	RV-402	P	
25	EEE	183131	B	AJITHKUMAR. A	B6	RV-402	P	
26	ICE	185005	A	ANUPRIYADARSHINI. C	B6	RV-402	P	
27	ICE	185007	A	ASHWIN SHIVRAM.R.H	B6	RV-402	P	
28	ICE	185015	A	GURU PRASAATH.V.K	B6	RV-402	P	
29	ICE	185024	A	KARTHIKEYAN .S	B6	RV-402	P	
30	ICE	185031	A	MOHANAAMBIGA.S	B6	RV-402	AB	
31	ICE	185033	A	NAGA SURYA. R	B6	RV-402	P	
32	ICE	185041	A	RUKNUDEEN .S	B6	RV-402	P	
33	ICE	185046	A	SHAMEEM AHAMED.A.M	B6	RV-402	AB	
34	ICE	185048	A	SHANMUGAVEL. M	B6	RV-402	P	
35	ICE	185052	A	SRI PRIYA. R	B6	RV-402	P	

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SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

Hall Allocation

Training\_2018 (Aptitude & Verbal)

Name of the Staff
M. Mayesh Kumar

Date 25.06.2018

Total Pre:

26 + 6	34
9	

Total Abs:

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182002	A	ABINAYA.R	B7	RV-403	AB	
2	ECE	182005	A	AJAY.A	B7	RV-403	✓	
3	ECE	182009	A	ASWINI.D	B7	RV-403	AT	
4	ECE	182014	A	CHARU NIVEDHA.R	B7	RV-403	✓	
5	ECE	182015	A	CHELLAKIRANYA. C	B7	RV-403	AB	
6	ECE	182042	A	KASTHURI. A	B7	RV-403	AB	
7	ECE	182054	A	MAHESWARI. L	B7	RV-403	AB	
8	ECE	182055	A	MALINI.S	B7	RV-403	✓	
9	ECE	182058	A	MANOJKUMAR. R	B7	RV-403	✓	
10	ECE	182070	B	NANDHINI.N	B7	RV-403	✓	
11	ECE	182078	B	PRATHI NISHA.A	B7	RV-403	✓	
12	ECE	182079	B	PREETHA .B	B7	RV-403	✓	
13	ECE	182097	B	SHAILA BANU. M	B7	RV-403	AB	
14	ECE	182100	B	SHANTHI.T	B7	RV-403	✓	
15	ECE	182113	B	UDHAYAKUMAR. G	B7	RV-403	AB	
16	ECE	182120	B	VINITHA.S	B7	RV-403	✓	
17	EEE	183013	A	AVINASH.T	B7	RV-403	✓	
18	EEE	183022	A	DHINESH KUMAR. R	B7	RV-403	✓	
19	EEE	183050	A	MAHENDARAN.P	B7	RV-403	✓	
20	EEE	183093	B	SATHISHKUMAR .S	B7	RV-403	✓	
21	EEE	183112	B	SWETHA.S	B7	RV-403	✓	
22	EEE	183113	B	THARANI. R	B7	RV-403	✓	
23	EEE	183129	A	RAGUL. R	B7	RV-403	AB	
24	ICE	185003	A	AISHWARYA .K.	B7	RV-403	XB	
25	ICE	185010	A	DHANALAKSHMI. S	B7	RV-403	✓	
26	ICE	185014	A	GAYATHRI DEVI.S	B7	RV-403	✓	
27	ICE	185017	A	HARILAKSHMI. M	B7	RV-403	✓	
28	ICE	185020	A	JAGADEESAN.R	B7	RV-403	✓	
29	ICE	185021	A	JANANI.V	B7	RV-403	✓	
30	ICE	185028	A	MARIMUTHU. D	B7	RV-403	✓	
31	ICE	185029	A	MOHAMEDPHARSATH.M	B7	RV-403	✓	
32	ICE	185030	A	MOHAN. V	B7	RV-403	✓	
33	ICE	185035	A	POORNIMA. M	B7	RV-403	✓	
34	ICE	185050	A	SHYAM SUNDAR .K	B7	RV-403	✓	
35	ICE	185055	A	THAYUMAN. R	B7	RV-403	✓	

18/18

# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Name of the Staff

A.SHINYAMAL

Date 25.06.2018

Total Pre:

8

Total Abs:

22

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182018	A	DHIVYA. M	B8	RV-404	AB	
2	ECE	182019	A	DHIVYASHREE.C	B8	RV-404	AB	
3	ECE	182029	A	GUNANITHI. P	B8	RV-404	AB	
4	ECE	182030	A	GUNASEELI.R	B8	RV-404	AB	
5	ECE	182031	A	HARI PRIYA.S	B8	RV-404	AB	
6	ECE	182034	A	JAGADISAN.S	B8	RV-404	AB	
7	ECE	182035	A	JANANI.E	B8	RV-404	AB	
8	ECE	182048	A	KEERTHANA.RA	B8	RV-404	AB	
9	ECE	182060	A	MEERA. M	B8	RV-404	AB	
10	ECE	182077	B	PRASANA KUMAR.B	B8	RV-404	AB	
11	ECE	182095	B	SATHYA SIVARANJANI. M.S	B8	RV-404	AB	
12	ECE	182125	B	LOGESHWARI. R	B8	RV-404	AB	
13	EEE	183006	A	ABISHEK .S.	B8	RV-404	AB	
14	EEE	183011	A	ARUN PRASATH.P.A	B8	RV-404	AB	
15	EEE	183043	A	KISHORE KUMAR. S	B8	RV-404	AB	
16	EEE	183051	A	MANIKANDAN. M	B8	RV-404	AB	
17	EEE	183061	B	MUTHULAKSHMI. U	B8	RV-404	AB	
18	EEE	183065	B	NAVEENKUMAR. M	B8	RV-404	/	
19	EEE	183066	B	NIVEDHA. M	B8	RV-404	AB	
20	EEE	183079	B	PRITHIVIRAJAN.E	B8	RV-404	/	
21	EEE	183081	B	RAGAVI .S.	B8	RV-404	/	
22	EEE	183091	B	SANGEETHA .N	B8	RV-404	AB	
23	EEE	183106	B	SURESH KUMAR. M	B8	RV-404	/	
24	EEE	183110	B	SWETHA GAYATHRI. S	B8	RV-404	AB	
25	EEE	183118	B	VINOTHRAJ .R.T	B8	RV-404	AB	
26	EEE	183125	B	ARAVINTHAN. M	B8	RV-404	/	
27	EEE	183130	B	MAHENDRAN. S	B8	RV-404	/	
28	EEE	183133	B	MUHAMED SAFIYULLA. H	B8	RV-404	AB	
29	ICE	185023	A	JITHENDRRIYAN .B.B	B8	RV-404	✓	
30	ICE	185067	A	RENUGA. R	B8	RV-404	✓	

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

Name of the Staff

Y. V. S. A. I.

Date: 26.6.2018

Total Pre: 33

Total Abs: 2

33

2

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182024	A	FELIX. J	B1	RV-306	/	/
2	ECE	182033	A	INFENCE FRANKA.J	B1	RV-306	/	/
3	ECE	182036	A	JANITHAA .D	B1	RV-306	/	/
4	ECE	182041	A	KAMILA FATHIMA JOHARA	B1	RV-306	/	/
5	ECE	182044	A	KAVIYA. G	B1	RV-306	/	/
6	ECE	182052	A	LAVANYA. P	B1	RV-306	/	/
7	ECE	182056	A	MANIJA. M	B1	RV-306	/	/
8	ECE	182068	B	NANDA KUMAR. S	B1	RV-306	/	/
9	ECE	182071	B	NIRANJANI. P.C	B1	RV-306	/	/
10	ECE	182081	B	PREETHI. M	B1	RV-306	/	/
11	ECE	182086	B	PRIYANKA.T	B1	RV-306	/	/
12	ECE	182087	B	RAGURAAM .S	B1	RV-306	/	/
13	ECE	182109	B	SUGASINI. K	B1	RV-306	/	/
14	ECE	182116	B	VARSHINI.S	B1	RV-306	/	/
15	EEE	183016	A	BHARANIDHARAN. M.S	B1	RV-306	/	/
16	EEE	183041	A	KIRUTHIKA .G.	B1	RV-306	/	/
17	EEE	183044	A	KRISHNA PRIYA. V	B1	RV-306	/	/
18	EEE	183054	A	MERLIN ANTONITA. X	B1	RV-306	/	/
19	EEE	183055	A	MOHAMED AADIL. J	B1	RV-306	/	/
20	EEE	183058	A	MUTHU KARUPPAN .N.	B1	RV-306	/	/
21	EEE	183071	B	POOJA SRI.B	B1	RV-306	/	/
22	EEE	183076	B	PRATHEEBA. R	B1	RV-306	/	/
23	EEE	183080	B	PRIYADHARSHINI. K	B1	RV-306	/	/
24	EEE	183090	B	SAJITHA NILOFER.S	B1	RV-306	/	/
25	EEE	183097	B	SINDHU ROSHNI .R	B1	RV-306	/	/
26	EEE	183099	B	SIVASUBRAMANIAN.S	B1	RV-306	/	/
27	EEE	183100	B	SOORYA.B	B1	RV-306	/	/
28	EEE	183102	B	SRIMATI .G	B1	RV-306	a	a
29	EEE	183128	A	SARAVANAN. R	B1	RV-306	/	/
30	ICE	185034	A	NAGIMMA BEGAM. M	B1	RV-306	/	/
31	ICE	185044	A	SANTHOSHINI .R	B1	RV-306	/	/
32	ICE	185053	A	SUBBULAKSHMI. P.N	B1	RV-306	/	/
33	ICE	185054	A	SWETHA .S	B1	RV-306	/	/
34	ICE	185056	A	UMA MAHESWARI. K	B1	RV-306	a	a
35	ICE	185057	A	VARSHINEE. R	B1	RV-306	/	/

u/18



# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

Name of the Staff

M. NAGICH  
JELIAR  
M. KOGILA

Date: 26.6.2018

Total Pre: 35 35

Total Abs: 0 0

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182008	A	ARCHANA. M.R	B2	RV-307	✓	/
2	ECE	182010	A	BHAMINI.J.A	B2	RV-307	✓	/
3	ECE	182020	A	DOMINIC.C	B2	RV-307	✓	/
4	ECE	182049	A	KISHORE R	B2	RV-307	✓	/
5	ECE	182050	A	KRISHNAKUMAR.T.R	B2	RV-307	✓	/
6	ECE	182053	A	LEONSIS KANAGA ROSHINI.	B2	RV-307	✓	/
7	ECE	182065	B	MONISHA SHREE.S	B2	RV-307	✓	/
8	ECE	182066	B	MUKESH RAJ. M	B2	RV-307	✓	/
9	ECE	182067	B	MUTHU LAVANYA.B	B2	RV-307	✓	/
10	ECE	182082	B	PRIADHARSHINI. S	B2	RV-307	✓	/
11	ECE	182089	B	RIZWANA BATCHA. R	B2	RV-307	✓	/
12	ECE	182090	B	SANCHANA. B	B2	RV-307	✓	/
13	ECE	182098	B	SHALEENI PRIYA. R.K	B2	RV-307	✓	/
14	ECE	182103	B	SIVA SOWNDARIYA .M	B2	RV-307	✓	/
15	ECE	182107	B	SRIGNANESHWARI. C	B2	RV-307	✓	/
16	ECE	182111	B	SURYA. H	B2	RV-307	✓	/
17	ECE	182140	A	SHERRIN TERESAA. A.J	B2	RV-307	✓	/
18	EEE	183001	A	AADITHYA VIGNESH .G.	B2	RV-307	✓	/
19	EEE	183004	A	ABINAYA. K	B2	RV-307	✓	/
20	EEE	183012	A	ASWANTH. B	B2	RV-307	✓	/
21	EEE	183014	A	BARATH. R	B2	RV-307	✓	/
22	EEE	183017	A	BHAVADHARINI.P	B2	RV-307	✓	/
23	EEE	183029	A	GAYATHRI. N	B2	RV-307	✓	/
24	EEE	183046	A	LEO ALDRINRAJ.A.S	B2	RV-307	✓	/
25	EEE	183047	A	MADHANRAJ. S	B2	RV-307	✓	/
26	EEE	183048	A	MAHALAKSHMI. C	B2	RV-307	✓	/
27	EEE	183053	A	MEENACHI.R	B2	RV-307	✓	/
28	EEE	183064	B	NAVEEN KUMAR. K	B2	RV-307	✓	/
29	EEE	183067	B	NIVETHA.R	B2	RV-307	✓	/
30	EEE	183077	B	PRINCE THOMSON.J	B2	RV-307	✓	/
31	EEE	183104	B	SUBALAKSHMI.K	B2	RV-307	✓	/
32	EEE	183116	B	VIJAYA LAKSHMI .K	B2	RV-307	✓	/
33	ICE	185013	A	GAYATHIRI.T.J	B2	RV-307	✓	/
34	ICE	185018	A	HARISHRAJ. R	B2	RV-307	✓	/
35	ICE	185042	A	SAIKAMALA. C.M	B2	RV-307	✓	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

Name of the Staff

FN. A. Antony

Date: 26.6.2018

Total Pre:

34 34

Total Abs:

1 1

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182011	A	BHARATHAN. S	B3	RV-308	X	/
2	ECE	182012	A	BHARATHI RAJA. T	B3	RV-308	X	/
3	ECE	182013	A	BHUVANESWARI. K	B3	RV-308	X	/
4	ECE	182016	A	DEEPIKA. T	B3	RV-308	X	/
5	ECE	182023	A	FAAMEEDHA BEGAM. A	B3	RV-308	A	A
6	ECE	182027	A	GOPINATH.V	B3	RV-308	X	/
7	ECE	182043	A	KAVIYA .S	B3	RV-308	X	/
8	ECE	182076	B	PRAGATHI. S	B3	RV-308	X	/
9	ECE	182084	B	PRIYADHARSHINI. P	B3	RV-308	X	/
10	ECE	182110	B	SUKITHA. R	B3	RV-308	X	/
11	ECE	182112	B	THARANGINI.S	B3	RV-308	X	/
12	EEE	183002	A	AARTHY. A	B3	RV-308	X	/
13	EEE	183003	A	AATHREYA. S	B3	RV-308	X	/
14	EEE	183008	A	AJITH ARUMUGAM.A	B3	RV-308	X	/
15	EEE	183024	A	DHIVYA. A	B3	RV-308	X	/
16	EEE	183030	A	HARITHA.R	B3	RV-308	X	/
17	EEE	183036	A	KARTHIKHAINI. K	B3	RV-308	X	/
18	EEE	183037	A	KAVIPRIYA. V.R	B3	RV-308	X	/
19	EEE	183039	A	KEERTHANA. V	B3	RV-308	X	/
20	EEE	183068	B	PARVATHI.K	B3	RV-308	X	/
21	EEE	183069	B	PAVINTHAN. M	B3	RV-308	X	/
22	EEE	183073	B	PRADEEP RAAJ. K	B3	RV-308	X	/
23	EEE	183075	B	PRASANTHINI.S	B3	RV-308	X	/
24	EEE	183078	B	PRINCY SMITHA. G	B3	RV-308	X	/
25	EEE	183082	B	RAGHAVAN. S.S	B3	RV-308	X	/
26	EEE	183083	B	RAHUL MALLYA	B3	RV-308	X	/
27	EEE	183101	B	SRIMATHI. S	B3	RV-308	X	/
28	EEE	183111	B	SWETHA. S	B3	RV-308	X	/
29	EEE	183115	B	UDHAYANIRANJANA .V	B3	RV-308	X	/
30	EEE	183119	B	VISHAL .N	B3	RV-308	X	/
31	EEE	183120	B	VISHALI.G	B3	RV-308	X	/
32	EEE	183134	A	VIJAYAKUMAR. M	B3	RV-308	X	/
33	ICE	185004	A	AJAY. G	B3	RV-308	X	/
34	ICE	185008	A	AZHAGU VIGNA RAJAN M	B3	RV-308	X	/
35	ICE	185061	A	MUTHALAGAPPAN C T	B3	RV-308	X	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Name of the Staff

B. LAKSHMI

Date: 26.6.2018

Total Pre: 32

Total Abs: 1

32

32

1

1

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182001	A	ABINAYA.M	B4	RV-309	P	/
2	ECE	182007	A	ALLEN RUFES.A	B4	RV-309	P	/
3	ECE	182025	A	GAJALAKSHMI. C	B4	RV-309	P	/
4	ECE	182026	A	GEETHA. V	B4	RV-309	P	/
5	ECE	182032	A	INFANT ANTO SINTHIYA.J	B4	RV-309	P	/
6	ECE	182047	A	KEERTHANA.G	B4	RV-309	AB	AB
7	ECE	182057	A	MANIKANDAN. M	B4	RV-309	P	/
8	ECE	182061	B	MEGALA. N	B4	RV-309	P	/
9	ECE	182073	B	NIVETHAA. R	B4	RV-309	P	/
10	ECE	182074	B	POOJITHA .S	B4	RV-309	P	/
11	ECE	182075	B	POORNAPRIYA. K	B4	RV-309	P	/
12	ECE	182088	B	RAJAMEENAKSHI.S	B4	RV-309	P	/
13	ECE	182093	B	SARANYA. P	B4	RV-309	P	/
14	ECE	182099	B	SHALINI. G	B4	RV-309	P	/
15	ECE	182101	B	SHUNMATHI. M	B4	RV-309	P	/
16	ECE	182108	B	SRUTHI.K	B4	RV-309	P	/
17	ECE	182117	B	VENKATASUBRAMANIAN. P	B4	RV-309	P	/
18	EEE	183015	A	BARJANA BEGAM.S	B4	RV-309	P	/
19	EEE	183023	A	DHIVYA BHARATHI .A	B4	RV-309	P	/
20	EEE	183025	A	DINESHKUMAR. V	B4	RV-309	P	/
21	EEE	183032	A	JANE MIRIAM.J	B4	RV-309	P	/
22	EEE	183038	A	KAVYA.V	B4	RV-309	P	/
23	EEE	183040	A	KIRTHIKA.R	B4	RV-309	P	/
24	EEE	183060	A	MUTHULAKSHMI. M	B4	RV-309	P	/
25	EEE	183074	B	PRASANTH. P	B4	RV-309	P	/
26	EEE	183088	B	RANJITH KUMAR.A	B4	RV-309	P	/
27	EEE	183103	B	SRINIVASAN .SB.	B4	RV-309	P	/
28	EEE	183117	B	VIJITHRA .N	B4	RV-309	P	/
29	EEE	183121	B	YAMUNA.G	B4	RV-309	P	/
30	EEE	183127	A	VIGNESH. V	B4	RV-309	P	/
31	ICE	185051	A	SREEDIVYA .S	B4	RV-309	P	/
32	ICE	185059	A	VOVIYAA. V.M	B4	RV-309	P	/
33	ICE	185068	A	ARJUN. M	B4	RV-309	P	/

UP/18

**SARANATHAN COLLEGE OF ENGINEERING**

Tiruchirapalli - 620 012

Training and Placement

**Hall Allocation**

Training \_2018 (Aptitude & Verbal)

Name of the Staff

B. LAKSHMI

Date: 26.6.2018

Total Pre: 33

33

Total Abs: 1

1

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182017	A	DHANALAKSHMI. A	B5	RV-310	/	/
2	ECE	182021	A	EJAZ HUSSAIN.R	B5	RV-310	/	/
3	ECE	182028	A	GOUTHAM.B	B5	RV-310	/	/
4	ECE	182037	A	JAYAKOKELA.S	B5	RV-310	/	/
5	ECE	182039	A	JOSHUA. P	B5	RV-310	/	/
6	ECE	182051	A	LAVANYA .S.	B5	RV-310	/	/
7	ECE	182062	B	MERCILDA.G	B5	RV-310	a	a.
8	ECE	182080	B	PREETHI. G	B5	RV-310	/	/
9	ECE	182105	B	SOWNDARYA. S	B5	RV-310	/	/
10	ECE	182106	B	SRI LAKSHMI DEVI.B	B5	RV-310	/	/
11	ECE	182123	B	YOGESWARI .N	B5	RV-310	/	/
12	ECE	182126	A	PRIYADHARSHINI. G	B5	RV-310	/	/
13	EEE	183020	A	CHIVUKULA SRILAXMIE KRIS	B5	RV-310	/	/
14	EEE	183021	A	CYRIL ROZARIO.B	B5	RV-310	/	/
15	EEE	183027	A	EAZHILARASI.J	B5	RV-310	/	/
16	EEE	183033	A	KALAISELVI. K	B5	RV-310	/	/
17	EEE	183056	A	MOHAMED ASIF .K	B5	RV-310	/	/
18	EEE	183063	B	NANDA .S.	B5	RV-310	/	/
19	EEE	183072	B	POOVARASAN. R	B5	RV-310	/	/
20	EEE	183087	B	RAMYAPRABHA. R	B5	RV-310	/	/
21	EEE	183089	B	REKHA. L	B5	RV-310	/	/
22	EEE	183096	B	SHANTHI .L	B5	RV-310	/	/
23	EEE	183105	B	SURENDRAN. K.R	B5	RV-310	/	/
24	EEE	183108	B	SWARNA GOWRI. M	B5	RV-310	/	/
25	EEE	183124	B	HARIPRAKASH. R	B5	RV-310	/	/
26	EEE	183126	A	ISHWARYA. S	B5	RV-310	/	/
27	EEE	183135	A	SRIPAUL. J	B5	RV-310	/	/
28	ICE	185006	A	ARSHAD ALAM MOHAMME	B5	RV-310	/	/
29	ICE	185009	A	BARATHWAJ.R	B5	RV-310	/	/
30	ICE	185016	A	HARII HARREN.G	B5	RV-310	/	/
31	ICE	185019	A	ISWARYA.S	B5	RV-310	/	/
32	ICE	185022	A	JEYACHANDRAN.R	B5	RV-310	/	/
33	ICE	185032	A	MUTHUMEENAL. M	B5	RV-310	/	/
34	ICE	185058	A	VIJAY P.S	B5	RV-310	/	/

15/18

# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

Name of the Staff

Arvinth M

Date: 26.6.2018

Total Pre: 33

83

Total Abs: 2

2

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182045	A	KEERTHANA .R	B6	RV-402	P	/
2	ECE	182059	A	MARIAMMAL. G	B6	RV-402	P	/
3	ECE	182072	B	NITHYA PRIYADHARSHINI. S	B6	RV-402	P	/
4	ECE	182083	B	PRIYADHARSHINI. K	B6	RV-402	P	/
5	ECE	182091	B	SANTHIYA.D	B6	RV-402	P	/
6	ECE	182096	B	SELVARANI. K	B6	RV-402	P	/
7	ECE	182102	B	SINDHUJA. C	B6	RV-402	P	/
8	ECE	182115	B	VAISHNAVI.G	B6	RV-402	P	/
9	ECE	182119	B	VIJAYABHARATHI. D	B6	RV-402	P	/
10	EEE	183005	A	ABINAYA. T	B6	RV-402	P	/
11	EEE	183007	A	AJAY .M.S.	B6	RV-402	AB	AB
12	EEE	183009	A	AKHILA.B	B6	RV-402	P	/
13	EEE	183010	A	ARAVINDAN. U	B6	RV-402	P	/
14	EEE	183018	A	BOOPATHINAVANEETHAN.	B6	RV-402	P	/
15	EEE	183028	A	ELAMURUGU. K	B6	RV-402	P	/
16	EEE	183031	A	HEMADEVI. T	B6	RV-402	P	/
17	EEE	183052	A	MANORANJAN.G	B6	RV-402	P	/
18	EEE	183057	A	MOHAMMED FAISAL .Z.	B6	RV-402	P	/
19	EEE	183086	B	RAMANATHAN.AL	B6	RV-402	AB	AB
20	EEE	183092	B	SARANYA.U	B6	RV-402	P	/
21	EEE	183107	B	SWAMINATHAN.S	B6	RV-402	P	/
22	EEE	183109	B	SWATHI.A	B6	RV-402	P	/
23	EEE	183114	B	THARANYA S	B6	RV-402	P	/
24	EEE	183122	A	PRADEEP KUMAR M	B6	RV-402	P	/
25	EEE	183131	B	AJITHKUMAR. A	B6	RV-402	P	/
26	ICE	185005	A	ANUPRIYADARSHINI. C	B6	RV-402	P	/
27	ICE	185007	A	ASHWIN SHIVRAM.R.H	B6	RV-402	P	/
28	ICE	185015	A	GURU PRASAATH.V.K	B6	RV-402	P	/
29	ICE	185024	A	KARTHIKEYAN .S	B6	RV-402	P	/
30	ICE	185031	A	MOHANAAMBIGA.S	B6	RV-402	P	/
31	ICE	185033	A	NAGA SURYA. R	B6	RV-402	P	/
32	ICE	185041	A	RUKNUDEEN .S	B6	RV-402	P	/
33	ICE	185046	A	SHAMEEM AHAMED.A.M	B6	RV-402	P	/
34	ICE	185048	A	SHANMUGAVEL. M	B6	RV-402	P	/
35	ICE	185052	A	SRI PRIYA. R	B6	RV-402	P	/

16/18

SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date: 26.6.2018

Total Pre:

24 25

Total Abs:

8 10

Name of the Staff

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182002	A	ABINAYA.R	B7	RV-403	a	a
2	ECE	182005	A	AJAY.A	B7	RV-403	/	/
3	ECE	182009	A	ASWINI.D	B7	RV-403	a	a
4	ECE	182014	A	CHARU NIVEDHA.R	B7	RV-403	/	/
5	ECE	182015	A	CHELLAKIRANYA. C	B7	RV-403	a	a
6	ECE	182042	A	KASTHURI. A	B7	RV-403	a	a
7	ECE	182054	A	MAHESWARI. L	B7	RV-403	a	a
8	ECE	182055	A	MALINI.S	B7	RV-403	/	/
9	ECE	182058	A	MANOJKUMAR. R	B7	RV-403	/	/
10	ECE	182070	B	NANDHINI.N	B7	RV-403	/	/
11	ECE	182078	B	PRATHI NISHA.A	B7	RV-403	/	/
12	ECE	182079	B	PREETHA .B	B7	RV-403	/	/
13	ECE	182097	B	SHAILA BANU. M	B7	RV-403	/	/
14	ECE	182100	B	SHANTHI.T	B7	RV-403	/	/
15	ECE	182113	B	UDHAYAKUMAR. G	B7	RV-403	a	a
16	ECE	182120	B	VINITHA.S	B7	RV-403	/	/
17	EEE	183013	A	AVINASH.T	B7	RV-403	/	/
18	EEE	183022	A	DHINESH KUMAR. R	B7	RV-403	/	a
19	EEE	183050	A	MAHENDARAN.P	B7	RV-403	/	a
20	EEE	183093	B	SATHISHKUMAR .S	B7	RV-403	/	/
21	EEE	183112	B	SWETHA.S	B7	RV-403	/	/
22	EEE	183113	B	THARANI. R	B7	RV-403	/	/
23	EEE	183129	A	RAGUL. R	B7	RV-403	a	a
24	ICE	185003	A	AISHWARYA .K.	B7	RV-403	/	/
25	ICE	185010	A	DHANALAKSHMI. S	B7	RV-403	/	/
26	ICE	185014	A	GAYATHRI DEVI.S	B7	RV-403	a	a
27	ICE	185017	A	HARILAKSHMI. M	B7	RV-403	/	/
28	ICE	185020	A	JAGADEESAN.R	B7	RV-403	/	/
29	ICE	185021	A	JANANI.V	B7	RV-403	/	/
30	ICE	185028	A	MARIMUTHU. D	B7	RV-403	/	/
31	ICE	185029	A	MOHAMEDPHARSATH.M	B7	RV-403	/	/
32	ICE	185030	A	MOHAN. V	B7	RV-403	/	/
33	ICE	185035	A	POORNIMA. M	B7	RV-403	/	/
34	ICE	185050	A	SHYAM SUNDAR .K	B7	RV-403	/	/
35	ICE	185055	A	THAYUMAN. R	B7	RV-403	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Name of the Staff

26.6.2018

Total Pre: 5 7

Total Abs: 22 23

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182018	A	DHIVYA. M	B8	RV-404	a	
2	ECE	182019	A	DHIVYASHREE.C	B8	RV-404	a	P
3	ECE	182029	A	GUNANITHI. P	B8	RV-404	a	P
4	ECE	182030	A	GUNASEELI.R	B8	RV-404	a	P
5	ECE	182031	A	HARI PRIYA.S	B8	RV-404	a	P
6	ECE	182034	A	JAGADISAN.S	B8	RV-404	a	P
7	ECE	182035	A	JANANI.E	B8	RV-404	a	P
8	ECE	182048	A	KEERTHANA.RA	B8	RV-404	a	P
9	ECE	182060	A	MEERA. M	B8	RV-404	a	P
10	ECE	182077	B	PRASANA KUMAR.B	B8	RV-404	a	P
11	ECE	182095	B	SATHYA SIVARANJANI. M.S	B8	RV-404	a	P
12	ECE	182125	B	LOGESHWARI. R	B8	RV-404	a	P
13	EEE	183006	A	ABISHEK .S.	B8	RV-404	a	P
14	EEE	183011	A	ARUN PRASATH.P.A	B8	RV-404	a	P
15	EEE	183043	A	KISHORE KUMAR. S	B8	RV-404	a	P
16	EEE	183051	A	MANIKANDAN. M	B8	RV-404	a	P
17	EEE	183061	B	MUTHULAKSHMI. U	B8	RV-404	a	P
18	EEE	183065	B	NAVEENKUMAR. M	B8	RV-404	/	/
19	EEE	183066	B	NIVEDHA. M	B8	RV-404	a	P
20	EEE	183079	B	PRITHIVIRAJAN.E	B8	RV-404	/	/
21	EEE	183081	B	RAGAVI .S.	B8	RV-404	/	/
22	EEE	183091	B	SANGEETHA .N	B8	RV-404	a	P
23	EEE	183106	B	SURESH KUMAR. M	B8	RV-404	/	P
24	EEE	183110	B	SWETHA GAYATHRI. S	B8	RV-404	a	P
25	EEE	183118	B	VINOTHRAJ .R.T	B8	RV-404	a	P
26	EEE	183125	B	ARAVINTHAN. M	B8	RV-404	/	/
27	EEE	183130	B	MAHENDRAN. S	B8	RV-404	/	/
28	EEE	183133	B	MUHAMED SAFIYULLA. H	B8	RV-404	a	P
29	ICE	185023	A	JITHENDRRIYAN .B.B	B8	RV-404	/	/
30	ICE	185067	A	RENUGA. R	B8	RV-404	/	/

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SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

Hall Allocation

Training \_2018 (Aptitude & Verbal)

Date: 27.6.2018

Total Pre:	28	28
Total Abs:	01	01

Name of the Staff
M.KOGILA

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	CSE	181002	A	AASHIKA PARVEEN. H	A1	RV-306	✓	✓
2	CSE	181004	A	AFRIN .M.A	A1	RV-306	✓	✓
3	CSE	181006	A	AJAY. C	A1	RV-306	✓	✓
4	CSE	181007	A	AKASH. A	A1	RV-306	✓	✓
5	CSE	181008	A	AKSHAYA. I	A1	RV-306	✓	✓
6	CSE	181015	A	BALAJI. R	A1	RV-306	✓	✓
7	CSE	181016	A	BHAVADHARANI.N	A1	RV-306	✓	✓
8	CSE	181020	A	BOUSIYA. M	A1	RV-306	✓	✓
9	CSE	181031	A	DINESH. A	A1	RV-306	✓	✓
10	CSE	181032	A	DONALD ROBINSON.D.	A1	RV-306	✓	✓
11	CSE	181052	A	KIRUTHIKA. D	A1	RV-306	✓	✓
12	CSE	181056	A	MADHUMITHA. K	A1	RV-306	✓	✓
13	CSE	181057	A	MALATHI.P	A1	RV-306	✓	✓
14	CSE	181058	A	MANIKANDAN.R	A1	RV-306	✓	✓
15	CSE	181061	A	MATHANGI POORNIMA JES	A1	RV-306	✓	✓
16	CSE	181071	B	PADMA POOJA.K.N	A1	RV-306	✓	✓
17	CSE	181076	B	PREETHI.K	A1	RV-306	✓	✓
18	CSE	181083	B	RAMYA .N	A1	RV-306	✓	✓
19	CSE	181087	B	ROSHAN KUMAR .S	A1	RV-306	✓	✓
20	CSE	181088	B	ROSHNI. D	A1	RV-306	✓	✓
21	CSE	181102	B	SHERIF MARAIKKAYAR.S	A1	RV-306	✓	✓
22	CSE	181113	B	SWARNA RAJAN.S	A1	RV-306	✓	✓
23	CSE	181118	B	VIGASH. N	A1	RV-306	✓	✓
24	IT	184034	A	RAGAVENDRA VIGNESH. S	A1	RV-306	✓	✓
25	MECH	186001	A	ABDUL SATHAR KHAN. A	A1	RV-306	✓	✓
26	MECH	186003	A	ABUBAKKAR SIDDIQ. J	A1	RV-306	✓	✓
27	MECH	186027	A	EDDIE LUCAS S	A1	RV-306	✓	✓
28	MECH	186063	B	MATHU DEEPAN. S	A1	RV-306	✓	✓
29	MECH	186092	B	ROY GNANA DHANARAJ .A	A1	RV-306	✓	✓

27.06.2018

B8 - Attendence

- (FN/AN) EEE - Aravuthi.m - 183125
- (FN/AN) EEE - 183065 - Nabeen
- (FN/AN) EEE - 185023 - Jithenthayan
- (FN/AN) EEE - 183130 - Mahendhar
- (FN/AN) EEE - 183081 - Ragavi.S.
- (FN/AN) EEE - 183106 - Suresh kumari
- (FN/AN) EEE - 185067 - Raniga.R.

1/16



**SARANATHAN COLLEGE OF ENGINEERING**

Tiruchirapalli - 620 012

Training and Placement

**Hall Allocation**

Training\_2018 (Aptitude & Verbal)

Date: 27.6.2018

Total Pre:

27

~~27~~ 28

Total Abs:

8

~~87~~

Name of the Staff

Yuvashi A.K.

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182024	A	FELIX. J	B1	RV-306	/	/
2	ECE	182033	A	INFENCE FRANKA.J	B1	RV-306	/	/
3	ECE	182036	A	JANITHAA .D	B1	RV-306	/	/
4	ECE	182041	A	KAMILA FATHIMA JOHARA	B1	RV-306	/	/
5	ECE	182044	A	KAVIYA. G	B1	RV-306	/	/
6	ECE	182052	A	LAVANYA. P	B1	RV-306	/	/
7	ECE	182056	A	MANIJA. M	B1	RV-306	/	/
8	ECE	182068	B	NANDA KUMAR. S	B1	RV-306	/	/
9	ECE	182071	B	NIRANJANI. P.C	B1	RV-306	/	/
10	ECE	182081	B	PREETHI. M	B1	RV-306	/	/
11	ECE	182086	B	PRIYANKA.T	B1	RV-306	/	/
12	ECE	182087	B	RAGURAAM .S	B1	RV-306	/	/
13	ECE	182109	B	SUGASINI. K	B1	RV-306	/	/
14	ECE	182116	B	VARSHINI.S	B1	RV-306	/	/
15	EEE	183016	A	BHARANIDHARAN. M.S	B1	RV-306	a	a
16	EEE	183041	A	KIRUTHIKA .G.	B1	RV-306	a	a
17	EEE	183044	A	KRISHNA PRIYA. V	B1	RV-306	a	a
18	EEE	183054	A	MERLIN ANTONITA. X	B1	RV-306	a	a
19	EEE	183055	A	MOHAMED AADIL. J	B1	RV-306	a	a
20	EEE	183058	A	MUTHU KARUPPAN .N.	B1	RV-306	a	a
21	EEE	183071	B	POOJA SRI.B	B1	RV-306	/	/
22	EEE	183076	B	PRATHEEBA. R	B1	RV-306	/	/
23	EEE	183080	B	PRIYADHARSHINI. K	B1	RV-306	/	/
24	EEE	183090	B	SAJITHA NILOFER.S	B1	RV-306	/	/
25	EEE	183097	B	SINDHU ROSHNI .R	B1	RV-306	/	/
26	EEE	183099	B	SIVASUBRAMANIAN.S	B1	RV-306	/	/
27	EEE	183100	B	SOORYA.B	B1	RV-306	/	/
28	EEE	183102	B	SRIMATI .G	B1	RV-306	/	/
29	EEE	183128	A	SARAVANAN. R	B1	RV-306	a	a
30	ICE	185034	A	NAGIMMA BEGAM. M	B1	RV-306	/	/
31	ICE	185044	A	SANTHOSHINI .R	B1	RV-306	/	/
32	ICE	185053	A	SUBBULAKSHMI. P.N	B1	RV-306	/	/
33	ICE	185054	A	SWETHA .S	B1	RV-306	/	/
34	ICE	185056	A	UMA MAHESWARI. K	B1	RV-306	/	/
35	ICE	185057	A	VARSHINEE. R	B1	RV-306	/	/

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**SARANATHAN COLLEGE OF ENGINEERING**

Tiruchirapalli - 620 012

Training and Placement

**Hall Allocation**

Training\_2018 (Aptitude & Verbal)

Date: 27.6.2018

Total Pre:

~~2529~~ 29

Total Abs:

~~406~~ 6

Name of the Staff

M. MAGESH  
KUMAR.  
M. KAGILA

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182008	A	ARCHANA. M.R	B2	RV-307	✓	/
2	ECE	182010	A	BHAMINI.J.A	B2	RV-307	✓	/
3	ECE	182020	A	DOMINIC.C	B2	RV-307	✓	/
4	ECE	182049	A	KISHORE R	B2	RV-307	✓	/
5	ECE	182050	A	KRISHNAKUMAR.T.R	B2	RV-307	✓	/
6	ECE	182053	A	LEONSIS KANAGA ROSHINI.	B2	RV-307	✓	/
7	ECE	182065	B	MONISHA SHREE.S	B2	RV-307	✓	/
8	ECE	182066	B	MUKESH RAJ. M	B2	RV-307	✓	/
9	ECE	182067	B	MUTHU LAVANYA.B	B2	RV-307	✓	/
10	ECE	182082	B	PRIADHARSHINI. S	B2	RV-307	✓	/
11	ECE	182089	B	RIZWANA BATCHA. R	B2	RV-307	✓	/
12	ECE	182090	B	SANCHANA. B	B2	RV-307	✓	/
13	ECE	182098	B	SHALEENI PRIYA. R.K	B2	RV-307	✓	/
14	ECE	182103	B	SIVA SOWNDARIYA .M	B2	RV-307	✓	/
15	ECE	182107	B	SRIGNANESHWARI. C	B2	RV-307	✓	/
16	ECE	182111	B	SURYA. H	B2	RV-307	✓	/
17	ECE	182140	A	SHERRIN TERESAA. A.J	B2	RV-307	✓	/
18	EEE	183001	A	AADITHYA VIGNESH .G.	B2	RV-307	AB	a
19	EEE	183004	A	ABINAYA. K	B2	RV-307	AB ✓	/
20	EEE	183012	A	ASWANATH. B	B2	RV-307	AB	a
21	EEE	183014	A	BARATH. R	B2	RV-307	AB	a
22	EEE	183017	A	BHAVADHARINI.P	B2	RV-307	AB	a
23	EEE	183029	A	GAYATHRI. N	B2	RV-307	AB ✓	/
24	EEE	183046	A	LEO ALDRINRAJ.A.S	B2	RV-307	AB	a
25	EEE	183047	A	MADHANRAJ. S	B2	RV-307	AB	a
26	EEE	183048	A	MAHALAKSHMI. C	B2	RV-307	AB ✓	/
27	EEE	183053	A	MEENACHI.R	B2	RV-307	AB ✓	/
28	EEE	183064	B	NAVEEN KUMAR. K	B2	RV-307	AB ✓	/
29	EEE	183067	B	NIVETHA.R	B2	RV-307	✓	/
30	EEE	183077	B	PRINCE THOMSON.J	B2	RV-307	✓	/
31	EEE	183104	B	SUBALAKSHMI.K	B2	RV-307	✓	/
32	EEE	183116	B	VIJAYA LAKSHMI .K	B2	RV-307	✓	/
33	ICE	185013	A	GAYATHIRI.T.J	B2	RV-307	✓	/
34	ICE	185018	A	HARISHRAJ. R	B2	RV-307	✓	/
35	ICE	185042	A	SAIKAMALA. C.M	B2	RV-307	✓	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date: 27.6.2018

Total Pre:

25/26 26

Total Abs:

12/9 9

Name of the Staff

FN: A. Antony

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182011	A	BHARATHAN. S	B3	RV-308	/	/
2	ECE	182012	A	BHARATHI RAJA. T	B3	RV-308	/	/
3	ECE	182013	A	BHUVANESWARI. K	B3	RV-308	/	/
4	ECE	182016	A	DEEPIKA. T	B3	RV-308	/	/
5	ECE	182023	A	FAAMEEDHA BEGAM. A	B3	RV-308	A	A
6	ECE	182027	A	GOPINATH.V	B3	RV-308	/	/
7	ECE	182043	A	KAVIYA .S	B3	RV-308	/	/
8	ECE	182076	B	PRAGATHI. S	B3	RV-308	/	/
9	ECE	182084	B	PRIYADHARSHINI. P	B3	RV-308	/	/
10	ECE	182110	B	SUKITHA. R	B3	RV-308	/	/
11	ECE	182112	B	THARANGINI.S	B3	RV-308	/	/
12	EEE	183002	A	AARTHY. A	B3	RV-308	/	/
13	EEE	183003	A	AATHREYA. S	B3	RV-308	A	A
14	EEE	183008	A	AJITH ARUMUGAM.A	B3	RV-308	A	A
15	EEE	183024	A	DHIVYA. A	B3	RV-308	A	A
16	EEE	183030	A	HARITHA.R	B3	RV-308	A	A
17	EEE	183036	A	KARTHIKHAINI. K	B3	RV-308	A	A
18	EEE	183037	A	KAVIPRIYA. V.R	B3	RV-308	A	A
19	EEE	183039	A	KEERTHANA. V	B3	RV-308	A	A
20	EEE	183068	B	PARVATHI.K	B3	RV-308	/	/
21	EEE	183069	B	PAVINTHAN. M	B3	RV-308	/	/
22	EEE	183073	B	PRADEEP RAAJ. K	B3	RV-308	/	/
23	EEE	183075	B	PRASANTHINI.S	B3	RV-308	/	/
24	EEE	183078	B	PRINCY SMITHA. G	B3	RV-308	/	/
25	EEE	183082	B	RAGHAVAN. S.S	B3	RV-308	/	/
26	EEE	183083	B	RAHUL MALLYA	B3	RV-308	/	/
27	EEE	183101	B	SRIMATHI. S	B3	RV-308	/	/
28	EEE	183111	B	SWETHA. S	B3	RV-308	/	/
29	EEE	183115	B	UDHAYANIRANJANA .V	B3	RV-308	/	/
30	EEE	183119	B	VISHAL .N	B3	RV-308	/	/
31	EEE	183120	B	VISHALI.G	B3	RV-308	/	/
32	EEE	183134	A	VIJAYAKUMAR. M	B3	RV-308	A	A
33	ICE	185004	A	AJAY. G	B3	RV-308	/	/
34	ICE	185008	A	AZHAGU VIGNA RAJAN M	B3	RV-308	/	/
35	ICE	185061	A	MUTHALAGAPPAN C T	B3	RV-308	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date: 27.6.2018

Total Pre: 24  
Total Abs: 8

Name of the Staff  
B. JAKSHMI

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182001	A	ABINAYA.M	B4	RV-309	P	
2	ECE	182007	A	ALLEN RUFES.A	B4	RV-309	AB/P	P
3	ECE	182025	A	GAJALAKSHMI. C	B4	RV-309	P	
4	ECE	182026	A	GEETHA. V	B4	RV-309	P	
5	ECE	182032	A	INFANT ANTO SINTHIYA.J	B4	RV-309	P	
6	ECE	182047	A	KEERTHANA.G	B4	RV-309	AB	
7	ECE	182057	A	MANIKANDAN. M	B4	RV-309	P	
8	ECE	182061	B	MEGALA. N	B4	RV-309	P	
9	ECE	182073	B	NIVETHAA. R	B4	RV-309	P	
10	ECE	182074	B	POOJITHA .S	B4	RV-309	P	
11	ECE	182075	B	POORNAPRIYA. K	B4	RV-309	P	
12	ECE	182088	B	RAJAMEENAKSHI.S	B4	RV-309	P	
13	ECE	182093	B	SARANYA. P	B4	RV-309	P	
14	ECE	182099	B	SHALINI. G	B4	RV-309	P	
15	ECE	182101	B	SHUNMATHI. M	B4	RV-309	P	
16	ECE	182108	B	SRUTHI.K	B4	RV-309	P	
17	ECE	182117	B	VENKATASUBRAMANIAN. F	B4	RV-309	P	
18	EEE	183015	A	BARJANA BEGAM.S	B4	RV-309	AB	
19	EEE	183023	A	DHIVYA BHARATHI .A	B4	RV-309	AB	
20	EEE	183025	A	DINESHKUMAR. V	B4	RV-309	AB	
21	EEE	183032	A	JANE MIRIAM.J	B4	RV-309	ABP	
22	EEE	183038	A	KAVYA.V	B4	RV-309	AB	
23	EEE	183040	A	KIRTHIKA.R	B4	RV-309	ABP	
24	EEE	183060	A	MUTHULAKSHMI. M	B4	RV-309	AB	
25	EEE	183074	B	PRASANTH. P	B4	RV-309	AB/P	P
26	EEE	183088	B	RANJITH KUMAR.A	B4	RV-309	P	
27	EEE	183103	B	SRINIVASAN .SB.	B4	RV-309	P	
28	EEE	183117	B	VIJITHRA .N	B4	RV-309	P	
29	EEE	183121	B	YAMUNA.G	B4	RV-309	P	
30	EEE	183127	A	VIGNESH. V	B4	RV-309	AB	
31	ICE	185051	A	SREEDIVYA .S	B4	RV-309	P	
32	ICE	185059	A	VOVIYAA. V.M	B4	RV-309	P	
33	ICE	185068	A	ARJUN. M	B4	RV-309	P	

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**SARANATHAN COLLEGE OF ENGINEERING**

Tiruchirapalli - 620 012

Training and Placement

**Hall Allocation**

Training \_2018 (Aptitude & Verbal)

Date: 27.6.2018

Total Pre:

~~25~~ 27    28

Total Abs:

~~19~~ 7    6

Name of the Staff

UMA MAHESHW  
-AR1-G

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182017	A	DHANALAKSHMI. A	B5	RV-310	P	X
2	ECE	182021	A	EJAZ HUSSAIN.R	B5	RV-310	ABP	X
3	ECE	182028	A	GOUTHAM.B	B5	RV-310	ABP	X
4	ECE	182037	A	JAYAKOKELA.S	B5	RV-310	P	X
5	ECE	182039	A	JOSHUA. P	B5	RV-310	AB	AB
6	ECE	182051	A	LAVANYA .S.	B5	RV-310	P	X
7	ECE	182062	B	MERCILDA.G	B5	RV-310	AB	X
8	ECE	182080	B	PREETHI. G	B5	RV-310	P	X
9	ECE	182105	B	SOWNDARYA. S	B5	RV-310	P	X
10	ECE	182106	B	SRI LAKSHMI DEVI.B	B5	RV-310	P	X
11	ECE	182123	B	YOGESWARI .N	B5	RV-310	P	X
12	ECE	182126	A	PRIYADHARSHINI. G	B5	RV-310	PP	X
13	EEE	183020	A	CHIVUKULA SRILAXMIE KRIS	B5	RV-310	AB	AB
14	EEE	183021	A	CYRIL ROZARIO.B	B5	RV-310	AB	AB
15	EEE	183027	A	EAZHILARASI.J	B5	RV-310	AB	X
16	EEE	183033	A	KALAISELVI. K	B5	RV-310	AB	X
17	EEE	183056	A	MOHAMED ASIF .K	B5	RV-310	AB	AB
18	EEE	183063	B	NANDA .S.	B5	RV-310	P	X
19	EEE	183072	B	POOVARASAN. R	B5	RV-310	P	X
20	EEE	183087	B	RAMYAPRABHA. R	B5	RV-310	P	X
21	EEE	183089	B	REKHA. L	B5	RV-310	P	X
22	EEE	183096	B	SHANTHI .L	B5	RV-310	P	X
23	EEE	183105	B	SURENDRAN. K.R	B5	RV-310	P	X
24	EEE	183108	B	SWARNA GOWRI. M	B5	RV-310	P	X
25	EEE	183124	B	HARIPRAKASH. R	B5	RV-310	P	X
26	EEE	183126	A	ISHWARYA. S	B5	RV-310	AB	AB
27	EEE	183135	A	SRIPAUL. J	B5	RV-310	AB	AB
28	ICE	185006	A	ARSHAD ALAM MOHAMME	B5	RV-310	P	X
29	ICE	185009	A	BARATHWAJ.R	B5	RV-310	P	X
30	ICE	185016	A	HARII HARREN.G	B5	RV-310	P	X
31	ICE	185019	A	ISWARYA.S	B5	RV-310	P	X
32	ICE	185022	A	JEYACHANDRAN.R	B5	RV-310	P	X
33	ICE	185032	A	MUTHUMEENAL. M	B5	RV-310	P	X
34	ICE	185058	A	VIJAY P.S	B5	RV-310	P	X

U/C

# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date: 27.6.2018

Total Pre: 24

Total Abs: 11

Name of the Staff

Arvinth M

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182045	A	KEERTHANA .R	B6	RV-402	P	/
2	ECE	182059	A	MARIAMMAL. G	B6	RV-402	P	/
3	ECE	182072	B	NITHYA PRIYADHARSHINI. S	B6	RV-402	AB	a
4	ECE	182083	B	PRIYADHARSHINI. K	B6	RV-402	P	/
5	ECE	182091	B	SANTHIYA.D	B6	RV-402	P	/
6	ECE	182096	B	SELVARANI. K	B6	RV-402	P	/
7	ECE	182102	B	SINDHUJA. C	B6	RV-402	P	/
8	ECE	182115	B	VAISHNAVI.G	B6	RV-402	P	/
9	ECE	182119	B	VIJAYABHARATHI. D	B6	RV-402	P	/
10	EEE	183005	A	ABINAYA. T	B6	RV-402	P	/
11	EEE	183007	A	AJAY .M.S.	B6	RV-402	AB	a
12	EEE	183009	A	AKHILA.B	B6	RV-402	ABP	/
13	EEE	183010	A	ARAVINDAN. U	B6	RV-402	AB	a
14	EEE	183018	A	BOOPATHINAVANEETHAN.	B6	RV-402	AB	a
15	EEE	183028	A	ELAMURUGU. K	B6	RV-402	AB	a
16	EEE	183031	A	HEMADEVI. T	B6	RV-402	ABP	/
17	EEE	183052	A	MANORANJAN.G	B6	RV-402	AB	a
18	EEE	183057	A	MOHAMMED FAISAL .Z.	B6	RV-402	AB	a
19	EEE	183086	B	RAMANATHAN.AL	B6	RV-402	AB	a
20	EEE	183092	B	SARANYA.U	B6	RV-402	P	/
21	EEE	183107	B	SWAMINATHAN.S	B6	RV-402	P	/
22	EEE	183109	B	SWATHI.A	B6	RV-402	P	/
23	EEE	183114	B	THARANYA S	B6	RV-402	P	/
24	EEE	183122	A	PRADEEP KUMAR M	B6	RV-402	AB	a
25	EEE	183131	B	AJITHKUMAR. A	B6	RV-402	P	/
26	ICE	185005	A	ANUPRIYADARSHINI. C	B6	RV-402	P	/
27	ICE	185007	A	ASHWIN SHIVRAM.R.H	B6	RV-402	AB	a
28	ICE	185015	A	GURU PRASAATH.V.K	B6	RV-402	AB	a
29	ICE	185024	A	KARTHIKEYAN .S	B6	RV-402	P	/
30	ICE	185031	A	MOHANAAMBIGA.S	B6	RV-402	P	/
31	ICE	185033	A	NAGA SURYA. R	B6	RV-402	P	/
32	ICE	185041	A	RUKNUDEEN .S	B6	RV-402	P	/
33	ICE	185046	A	SHAMEEM AHAMED.A.M	B6	RV-402	P	/
34	ICE	185048	A	SHANMUGAVEL. M	B6	RV-402	P	/
35	ICE	185052	A	SRI PRIYA. R	B6	RV-402	P	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date: 27.6.2018

Total Pre:

24/ 21

Total Abs:

18/ 14

Name of the Staff

A. SHINY ANANT

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182002	A	ABINAYA.R	B7	RV-403	AB	ab
2	ECE	182005	A	AJAY.A	B7	RV-403	AB /	/
3	ECE	182009	A	ASWINI.D	B7	RV-403	AB	ab
4	ECE	182014	A	CHARU NIVEDHA.R	B7	RV-403	/	/
5	ECE	182015	A	CHELLAKIRANYA. C	B7	RV-403	AB	ab
6	ECE	182042	A	KASTHURI. A	B7	RV-403	AB	ab
7	ECE	182054	A	MAHESWARI. L	B7	RV-403	AB	ab
8	ECE	182055	A	MALINI.S	B7	RV-403	AB	ab
9	ECE	182058	A	MANOJKUMAR. R	B7	RV-403	/	/
10	ECE	182070	B	NANDHINI.N	B7	RV-403	/	/
11	ECE	182078	B	PRATHI NISHA.A	B7	RV-403	AB	ab
12	ECE	182079	B	PREETHA .B	B7	RV-403	/	/
13	ECE	182097	B	SHAILA BANU. M	B7	RV-403	AB	ab
14	ECE	182100	B	SHANTHI.T	B7	RV-403	/	/
15	ECE	182113	B	UDHAYAKUMAR. G	B7	RV-403	AB	ab
16	ECE	182120	B	VINITHA.S	B7	RV-403	/	/
17	EEE	183013	A	AVINASH.T	B7	RV-403	AB	ab
18	EEE	183022	A	DHINESH KUMAR. R	B7	RV-403	AB	ab
19	EEE	183050	A	MAHENDARAN.P	B7	RV-403	AB	ab
20	EEE	183093	B	SATHISHKUMAR .S	B7	RV-403	/	/
21	EEE	183112	B	SWETHA.S	B7	RV-403	/	/
22	EEE	183113	B	THARANI. R	B7	RV-403	/	/
23	EEE	183129	A	RAGUL. R	B7	RV-403	AB	ab
24	ICE	185003	A	AISHWARYA .K.	B7	RV-403	/	/
25	ICE	185010	A	DHANALAKSHMI. S	B7	RV-403	/	/
26	ICE	185014	A	GAYATHRI DEVI.S	B7	RV-403	AB	ab
27	ICE	185017	A	HARILAKSHMI. M	B7	RV-403	/	/
28	ICE	185020	A	JAGADEESAN.R	B7	RV-403	/	/
29	ICE	185021	A	JANANI.V	B7	RV-403	/	/
30	ICE	185028	A	MARIMUTHU. D	B7	RV-403	/	/
31	ICE	185029	A	MOHAMEDPHARSATH.M	B7	RV-403	/	/
32	ICE	185030	A	MOHAN. V	B7	RV-403	/	/
33	ICE	185035	A	POORNIMA. M	B7	RV-403	/	/
34	ICE	185050	A	SHYAM SUNDAR .K	B7	RV-403	/	/
35	ICE	185055	A	THAYUMAN. R	B7	RV-403	/	/

B8 - 8 present

B7 - 21 present

18/16

# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

Date:

28.6.2018

Total Pre:

32

Total Abs:

3

Name of the Staff

Yuva sri

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182024	A	FELIX. J	B1	RV-306	/	/
2	ECE	182033	A	INFENCE FRANKA.J	B1	RV-306	/	/
3	ECE	182036	A	JANITHAA .D	B1	RV-306	/	/
4	ECE	182041	A	KAMILA FATHIMA JOHARA	B1	RV-306	/	/
5	ECE	182044	A	KAVIYA. G	B1	RV-306	/	/
6	ECE	182052	A	LAVANYA. P	B1	RV-306	a	a
7	ECE	182056	A	MANIJA. M	B1	RV-306	/	/
8	ECE	182068	B	NANDA KUMAR. S	B1	RV-306	/	/
9	ECE	182071	B	NIRANJANI. P.C	B1	RV-306	/	/
10	ECE	182081	B	PREETHI. M	B1	RV-306	/	/
11	ECE	182086	B	PRIYANKA.T	B1	RV-306	/	/
12	ECE	182087	B	RAGURAAM .S	B1	RV-306	a	a
13	ECE	182109	B	SUGASINI. K	B1	RV-306	a	a
14	ECE	182116	B	VARSHINI.S	B1	RV-306	/	/
15	EEE	183016	A	BHARANIDHARAN. M.S	B1	RV-306	/	/
16	EEE	183041	A	KIRUTHIKA .G.	B1	RV-306	/	/
17	EEE	183044	A	KRISHNA PRIYA. V	B1	RV-306	/	/
18	EEE	183054	A	MERLIN ANTONITA. X	B1	RV-306	/	/
19	EEE	183055	A	MOHAMED AADIL. J	B1	RV-306	/	/
20	EEE	183058	A	MUTHU KARUPPAN .N.	B1	RV-306	/	/
21	EEE	183071	B	POOJA SRI.B	B1	RV-306	/	/
22	EEE	183076	B	PRATHEEBA. R	B1	RV-306	/	/
23	EEE	183080	B	PRIYADHARSHINI. K	B1	RV-306	/	/
24	EEE	183090	B	SAJITHA NILOFER.S	B1	RV-306	/	/
25	EEE	183097	B	SINDHU ROSHNI .R	B1	RV-306	/	/
26	EEE	183099	B	SIVASUBRAMANIAN.S	B1	RV-306	/	/
27	EEE	183100	B	SOORYA.B	B1	RV-306	/	/
28	EEE	183102	B	SRIMATI .G	B1	RV-306	/	/
29	EEE	183128	A	SARAVANAN. R	B1	RV-306	/	/
30	ICE	185034	A	NAGIMMA BEGAM. M	B1	RV-306	/	/
31	ICE	185044	A	SANTHOSHINI .R	B1	RV-306	/	/
32	ICE	185053	A	SUBBULAKSHMI. P.N	B1	RV-306	/	/
33	ICE	185054	A	SWETHA .S	B1	RV-306	/	/
34	ICE	185056	A	UMA MAHESWARI. K	B1	RV-306	/	/
35	ICE	185057	A	VARSHINEE. R	B1	RV-306	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

Date:

Total Pre:

Total Abs:

Name of the Staff

KARTHIK.B

28.6.2018

31

31

04

04

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182008	A	ARCHANA. M.R	B2	RV-307	/	/
2	ECE	182010	A	BHAMINI.J.A	B2	RV-307	AB	A
3	ECE	182020	A	DOMINIC.C	B2	RV-307	/	/
4	ECE	182049	A	KISHORE R	B2	RV-307	/	/
5	ECE	182050	A	KRISHNAKUMAR.T.R	B2	RV-307	/	/
6	ECE	182053	A	LEONSIS KANAGA ROSHINI.	B2	RV-307	AB	A
7	ECE	182065	B	MONISHA SHREE.S	B2	RV-307	/	/
8	ECE	182066	B	MUKESH RAJ. M	B2	RV-307	/	/
9	ECE	182067	B	MUTHU LAVANYA.B	B2	RV-307	/	/
10	ECE	182082	B	PRIADHARSHINI. S	B2	RV-307	/	/
11	ECE	182089	B	RIZWANA BATCHA. R	B2	RV-307	/	/
12	ECE	182090	B	SANCHANA. B	B2	RV-307	AB	A
13	ECE	182098	B	SHALEENI PRIYA. R.K	B2	RV-307	/	/
14	ECE	182103	B	SIVA SOWNDARIYA .M	B2	RV-307	/	/
15	ECE	182107	B	SRIGNANESHWARI. C	B2	RV-307	/	/
16	ECE	182111	B	SURYA. H	B2	RV-307	/	/
17	ECE	182140	A	SHERRIN TERESAA. A.J	B2	RV-307	AB	A
18	EEE	183001	A	AADITHYA VIGNESH .G.	B2	RV-307	/	/
19	EEE	183004	A	ABINAYA. K	B2	RV-307	/	/
20	EEE	183012	A	ASWANTH. B	B2	RV-307	/	/
21	EEE	183014	A	BARATH. R	B2	RV-307	/	/
22	EEE	183017	A	BHAVADHARINI.P	B2	RV-307	/	/
23	EEE	183029	A	GAYATHRI. N	B2	RV-307	/	/
24	EEE	183046	A	LEO ALDRINRAJ.A.S	B2	RV-307	/	/
25	EEE	183047	A	MADHANRAJ. S	B2	RV-307	/	/
26	EEE	183048	A	MAHALAKSHMI. C	B2	RV-307	/	/
27	EEE	183053	A	MEENACHI.R	B2	RV-307	/	/
28	EEE	183064	B	NAVEEN KUMAR. K	B2	RV-307	/	/
29	EEE	183067	B	NIVETHA.R	B2	RV-307	/	/
30	EEE	183077	B	PRINCE THOMSON.J	B2	RV-307	/	/
31	EEE	183104	B	SUBALAKSHMI.K	B2	RV-307	/	/
32	EEE	183116	B	VIJAYA LAKSHMI .K	B2	RV-307	/	/
33	ICE	185013	A	GAYATHIRI.T.J	B2	RV-307	/	/
34	ICE	185018	A	HARISHRAJ. R	B2	RV-307	/	/
35	ICE	185042	A	SAIKAMALA. C.M	B2	RV-307	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date:

28.6.2018

Total Pre:

35

Total Abs:

0

Name of the Staff

A. Lakshmi

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182011	A	BHARATHAN. S	B3	RV-308	/	/
2	ECE	182012	A	BHARATHI RAJA. T	B3	RV-308	/	/
3	ECE	182013	A	BHUVANESWARI. K	B3	RV-308	/	/
4	ECE	182016	A	DEEPIKA. T	B3	RV-308	/	/
5	ECE	182023	A	FAAMEEDHA BEGAM. A	B3	RV-308	/	/
6	ECE	182027	A	GOPINATH.V	B3	RV-308	/	/
7	ECE	182043	A	KAVIYA .S	B3	RV-308	/	/
8	ECE	182076	B	PRAGATHI. S	B3	RV-308	/	/
9	ECE	182084	B	PRIYADHARSHINI. P	B3	RV-308	/	/
10	ECE	182110	B	SUKITHA. R	B3	RV-308	/	/
11	ECE	182112	B	THARANGINI.S	B3	RV-308	/	/
12	EEE	183002	A	AARTHY. A	B3	RV-308	/	/
13	EEE	183003	A	AATHREYA. S	B3	RV-308	/	/
14	EEE	183008	A	AJITH ARUMUGAM.A	B3	RV-308	/	/
15	EEE	183024	A	DHIVYA. A	B3	RV-308	/	/
16	EEE	183030	A	HARITHA.R	B3	RV-308	/	/
17	EEE	183036	A	KARTHIKHAINI. K	B3	RV-308	/	/
18	EEE	183037	A	KAVIPRIYA. V.R	B3	RV-308	/	/
19	EEE	183039	A	KEERTHANA. V	B3	RV-308	/	/
20	EEE	183068	B	PARVATHI.K	B3	RV-308	/	/
21	EEE	183069	B	PAVINTHAN. M	B3	RV-308	/	/
22	EEE	183073	B	PRADEEP RAAJ. K	B3	RV-308	/	/
23	EEE	183075	B	PRASANTHINI.S	B3	RV-308	/	/
24	EEE	183078	B	PRINCY SMITHA. G	B3	RV-308	/	/
25	EEE	183082	B	RAGHAVAN. S.S	B3	RV-308	/	/
26	EEE	183083	B	RAHUL MALLYA	B3	RV-308	/	/
27	EEE	183101	B	SRIMATHI. S	B3	RV-308	/	/
28	EEE	183111	B	SWETHA. S	B3	RV-308	/	/
29	EEE	183115	B	UDHAYANIRANJANA .V	B3	RV-308	/	/
30	EEE	183119	B	VISHAL .N	B3	RV-308	/	/
31	EEE	183120	B	VISHALI.G	B3	RV-308	/	/
32	EEE	183134	A	VIJAYAKUMAR. M	B3	RV-308	/	/
33	ICE	185004	A	AJAY. G	B3	RV-308	/	/
34	ICE	185008	A	AZHAGU VIGNA RAJAN M	B3	RV-308	/	/
35	ICE	185061	A	MUTHALAGAPPAN C T	B3	RV-308	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date:

28.6.2018

Total Pre:

31

31

Total Abs:

2

2

Name of the Staff

B.LAKSHMI

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182001	A	ABINAYA.M	B4	RV-309	/	/
2	ECE	182007	A	ALLEN RUFES.A	B4	RV-309	AB/	/
3	ECE	182025	A	GAJALAKSHMI. C	B4	RV-309	/	/
4	ECE	182026	A	GEETHA. V	B4	RV-309	/	/
5	ECE	182032	A	INFANT-ANTO SINTHIYA.J	B4	RV-309	/	/
6	ECE	182047	A	KEERTHANA.G	B4	RV-309	AB	AB
7	ECE	182057	A	MANIKANDAN. M	B4	RV-309	/	/
8	ECE	182061	B	MEGALA. N	B4	RV-309	/	/
9	ECE	182073	B	NIVETHAA. R	B4	RV-309	/	/
10	ECE	182074	B	POOJITHA .S	B4	RV-309	/	/
11	ECE	182075	B	POORNAPRIYA. K	B4	RV-309	/	/
12	ECE	182088	B	RAJAMEENAKSHI.S	B4	RV-309	/	/
13	ECE	182093	B	SARANYA. P	B4	RV-309	/	/
14	ECE	182099	B	SHALINI. G	B4	RV-309	/	/
15	ECE	182101	B	SHUNMATHI. M	B4	RV-309	AB	AB
16	ECE	182108	B	SRUTHI.K	B4	RV-309	/	/
17	ECE	182117	B	VENKATASUBRAMANIAN. F	B4	RV-309	/	/
18	EEE	183015	A	BARJANA BEGAM.S	B4	RV-309	/	/
19	EEE	183023	A	DHIVYA BHARATHI .A	B4	RV-309	/	/
20	EEE	183025	A	DINESHKUMAR. V	B4	RV-309	/	/
21	EEE	183032	A	JANE MIRIAM.J	B4	RV-309	/	/
22	EEE	183038	A	KAVYA.V	B4	RV-309	/	/
23	EEE	183040	A	KIRTHIKA.R	B4	RV-309	/	/
24	EEE	183060	A	MUTHULAKSHMI. M	B4	RV-309	/	/
25	EEE	183074	B	PRASANTH. P	B4	RV-309	/	/
26	EEE	183088	B	RANJITH KUMAR.A	B4	RV-309	/	/
27	EEE	183103	B	SRINIVASAN .SB.	B4	RV-309	/	/
28	EEE	183117	B	VIJITHRA .N	B4	RV-309	/	/
29	EEE	183121	B	YAMUNA.G	B4	RV-309	/	/
30	EEE	183127	A	VIGNESH. V	B4	RV-309	/	/
31	ICE	185051	A	SREEDIVYA .S	B4	RV-309	/	/
32	ICE	185059	A	VOVIYAA. V.M	B4	RV-309	/	/
33	ICE	185068	A	ARJUN. M	B4	RV-309	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date:

Total Pre:

Total Abs:

Name of the Staff

UMA NAHESHWARI  
G

28.6.2018

2930

54

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182017	A	DHANALAKSHMI. A	B5	RV-310	/	/
2	ECE	182021	A	EJAZ HUSSAIN.R	B5	RV-310	/	/
3	ECE	182028	A	GOUTHAM.B	B5	RV-310	/	/
4	ECE	182037	A	JAYAKOKELA.S	B5	RV-310	/	/
5	ECE	182039	A	JOSHUA. P	B5	RV-310	/	/
6	ECE	182051	A	LAVANYA .S.	B5	RV-310	/	/
7	ECE	182062	B	MERCILDA.G	B5	RV-310	AB	AB
8	ECE	182080	B	PREETHI. G	B5	RV-310	AB	AB
9	ECE	182105	B	SOWNDARYA. S	B5	RV-310	/	/
10	ECE	182106	B	SRI LAKSHMI DEVI.B	B5	RV-310	AB	AB
11	ECE	182123	B	YOGESWARI .N	B5	RV-310	/	/
12	ECE	182126	A	PRIYADHARSHINI. G	B5	RV-310	AB	AB
13	EEE	183020	A	CHIVUKULA SRILAXMIE KRI	B5	RV-310	/	/
14	EEE	183021	A	CYRIL ROZARIO.B	B5	RV-310	/	/
15	EEE	183027	A	EAZHILARASI.J	B5	RV-310	/	/
16	EEE	183033	A	KALAISELVI. K	B5	RV-310	/	/
17	EEE	183056	A	MOHAMED ASIF .K	B5	RV-310	/	/
18	EEE	183063	B	NANDA .S.	B5	RV-310	/	/
19	EEE	183072	B	POOVARASAN. R	B5	RV-310	/	/
20	EEE	183087	B	RAMYAPRABHA. R	B5	RV-310	/	/
21	EEE	183089	B	REKHA. L	B5	RV-310	/	/
22	EEE	183096	B	SHANTHI .L	B5	RV-310	/	/
23	EEE	183105	B	SURENDRAN. K.R	B5	RV-310	/	/
24	EEE	183108	B	SWARNA GOWRI. M	B5	RV-310	/	/
25	EEE	183124	B	HARIPRAKASH. R	B5	RV-310	AB	/
26	EEE	183126	A	ISHWARYA. S	B5	RV-310	/	/
27	EEE	183135	A	SRIPAUL. J	B5	RV-310	/	/
28	ICE	185006	A	ARSHAD ALAM MOHAMME	B5	RV-310	/	/
29	ICE	185009	A	BARATHWAJ.R	B5	RV-310	/	/
30	ICE	185016	A	HARII HARREN.G	B5	RV-310	/	/
31	ICE	185019	A	ISWARYA.S	B5	RV-310	/	/
32	ICE	185022	A	JEYACHANDRAN.R	B5	RV-310	/	/
33	ICE	185032	A	MUTHUMEENAL. M	B5	RV-310	/	/
34	ICE	185058	A	VIJAY P.S	B5	RV-310	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date:

28.6.2018

Total Pre:

33 33

Total Abs:

2 2

Name of the Staff  
Arvinth M

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182045	A	KEERTHANA .R	B6	RV-402	/	/
2	ECE	182059	A	MARIAMMAL. G	B6	RV-402	/	/
3	ECE	182072	B	NITHYA PRIYADHARSHINI. S	B6	RV-402	/	/
4	ECE	182083	B	PRIYADHARSHINI. K	B6	RV-402	/	/
5	ECE	182091	B	SANTHIYA.D	B6	RV-402	/	/
6	ECE	182096	B	SELVARANI. K	B6	RV-402	AB	o
7	ECE	182102	B	SINDHUJA. C	B6	RV-402	/	/
8	ECE	182115	B	VAISHNAVI.G	B6	RV-402	/	/
9	ECE	182119	B	VIJAYABHARATHI. D	B6	RV-402	/	/
10	EEE	183005	A	ABINAYA. T	B6	RV-402	/	/
11	EEE	183007	A	AJAY .M.S.	B6	RV-402	<del>AB</del> /	/
12	EEE	183009	A	AKHILA.B	B6	RV-402	/	/
13	EEE	183010	A	ARAVINDAN. U	B6	RV-402	/	/
14	EEE	183018	A	BOOPATHINAVANEETHAN.	B6	RV-402	/	/
15	EEE	183028	A	ELAMURUGU. K	B6	RV-402	/	/
16	EEE	183031	A	HEMADEVI. T	B6	RV-402	<del>AB</del> /	/
17	EEE	183052	A	MANORANJAN.G	B6	RV-402	/	/
18	EEE	183057	A	MOHAMMED FAISAL .Z.	B6	RV-402	AB	a
19	EEE	183086	B	RAMANATHAN.AL	B6	RV-402	/	/
20	EEE	183092	B	SARANYA.U	B6	RV-402	/	/
21	EEE	183107	B	SWAMINATHAN.S	B6	RV-402	/	/
22	EEE	183109	B	SWATHI.A	B6	RV-402	/	/
23	EEE	183114	B	THARANYA S	B6	RV-402	/	/
24	EEE	183122	A	PRADEEP KUMAR M	B6	RV-402	/	/
25	EEE	183131	B	AJITHKUMAR. A	B6	RV-402	/	/
26	ICE	185005	A	ANUPRIYADARSHINI. C	B6	RV-402	/	/
27	ICE	185007	A	ASHWIN SHIVRAM.R.H	B6	RV-402	/	/
28	ICE	185015	A	GURU PRASAATH.V.K	B6	RV-402	/	/
29	ICE	185024	A	KARTHIKEYAN .S	B6	RV-402	/	/
30	ICE	185031	A	MOHANAAMBIGA.S	B6	RV-402	/	/
31	ICE	185033	A	NAGA SURYA. R	B6	RV-402	/	/
32	ICE	185041	A	RUKNUDEEN .S	B6	RV-402	/	/
33	ICE	185046	A	SHAMEEM AHAMED.A.M	B6	RV-402	/	/
34	ICE	185048	A	SHANMUGAVEL. M	B6	RV-402	/	/
35	ICE	185052	A	SRI PRIYA. R	B6	RV-402	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date:

28.6.2018

Total Pre:

28

28

Total Abs:

07

07

Name of the Staff

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182002	A	ABINAYA.R	B7	RV-403	a	a
2	ECE	182005	A	AJAY.A	B7	RV-403	/	/
3	ECE	182009	A	ASWINI.D	B7	RV-403	a	a
4	ECE	182014	A	CHARU NIVEDHA.R	B7	RV-403	/	/
5	ECE	182015	A	CHELLAKIRANYA. C	B7	RV-403	a	a
6	ECE	182042	A	KASTHURI. A	B7	RV-403	a	a
7	ECE	182054	A	MAHESWARI. L	B7	RV-403	a	a
8	ECE	182055	A	MALINI.S	B7	RV-403	/	/
9	ECE	182058	A	MANOJKUMAR. R	B7	RV-403	/	/
10	ECE	182070	B	NANDHINI.N	B7	RV-403	/	/
11	ECE	182078	B	PRATHI NISHA.A	B7	RV-403	a	a
12	ECE	182079	B	PREETHA .B	B7	RV-403	/	/
13	ECE	182097	B	SHAILA BANU. M	B7	RV-403	/	/
14	ECE	182100	B	SHANTHI.T	B7	RV-403	/	/
15	ECE	182113	B	UDHAYAKUMAR. G	B7	RV-403	a	a
16	ECE	182120	B	VINITHA.S	B7	RV-403	/	/
17	EEE	183013	A	AVINASH.T	B7	RV-403	/	/
18	EEE	183022	A	DHINESH KUMAR. R	B7	RV-403	/	/
19	EEE	183050	A	MAHENDARAN.P	B7	RV-403	/	/
20	EEE	183093	B	SATHISHKUMAR .S	B7	RV-403	/	/
21	EEE	183112	B	SWETHA.S	B7	RV-403	/	/
22	EEE	183113	B	THARANI. R	B7	RV-403	/	/
23	EEE	183129	A	RAGUL. R	B7	RV-403	/	/
24	ICE	185003	A	AISHWARYA .K.	B7	RV-403	/	/
25	ICE	185010	A	DHANALAKSHMI. S	B7	RV-403	/	/
26	ICE	185014	A	GAYATHRI DEVI.S	B7	RV-403	/	/
27	ICE	185017	A	HARILAKSHMI. M	B7	RV-403	/	/
28	ICE	185020	A	JAGADEESAN.R	B7	RV-403	/	/
29	ICE	185021	A	JANANI.V	B7	RV-403	/	/
30	ICE	185028	A	MARIMUTHU. D	B7	RV-403	/	/
31	ICE	185029	A	MOHAMEDPHARSATH.M	B7	RV-403	/	/
32	ICE	185030	A	MOHAN. V	B7	RV-403	/	/
33	ICE	185035	A	POORNIMA. M	B7	RV-403	/	/
34	ICE	185050	A	SHYAM SUNDAR .K	B7	RV-403	/	/
35	ICE	185055	A	THAYUMAN. R	B7	RV-403	/	/

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**SARANATHAN COLLEGE OF ENGINEERING**

Tiruchirapalli - 620 012

Training and Placement

**Hall Allocation**

Training\_2018 (Aptitude & Verbal)

Date:

28.6.2018

Total Pre:

Total Abs:

Name of the Staff	

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182018	A	DHIVYA. M	B8	RV-404	g	
2	ECE	182019	A	DHIVYASHREE.C	B8	RV-404	g	
3	ECE	182029	A	GUNANITHI. P	B8	RV-404	g	
4	ECE	182030	A	GUNASEELI.R	B8	RV-404	g	
5	ECE	182031	A	HARI PRIYA.S	B8	RV-404	g	
6	ECE	182034	A	JAGADISAN.S	B8	RV-404	g	
7	ECE	182035	A	JANANI.E	B8	RV-404	g	
8	ECE	182048	A	KEERTHANA.RA	B8	RV-404	g	
9	ECE	182060	A	MEERA. M	B8	RV-404	g	
10	ECE	182077	B	PRASANA KUMAR.B	B8	RV-404	g	
11	ECE	182095	B	SATHYA SIVARANJANI. M.S	B8	RV-404	g	
12	ECE	182125	B	LOGESHWARI. R	B8	RV-404	g	
13	EEE	183006	A	ABISHEK .S.	B8	RV-404	g	
14	EEE	183011	A	ARUN PRASATH.P.A	B8	RV-404	g	
15	EEE	183043	A	KISHORE KUMAR. S	B8	RV-404	g	
16	EEE	183051	A	MANIKANDAN. M	B8	RV-404	g	
17	EEE	183061	B	MUTHULAKSHMI. U	B8	RV-404	g	
18	EEE	183065	B	NAVEENKUMAR. M	B8	RV-404	/	/
19	EEE	183066	B	NIVEDHA. M	B8	RV-404	g	
20	EEE	183079	B	PRITHIVIRAJAN.E	B8	RV-404	/	/
21	EEE	183081	B	RAGAVI .S.	B8	RV-404	/	/
22	EEE	183091	B	SANGEETHA .N	B8	RV-404	g	
23	EEE	183106	B	SURESH KUMAR. M	B8	RV-404	/	/
24	EEE	183110	B	SWETHA GAYATHRI. S	B8	RV-404	g	
25	EEE	183118	B	VINOTHRAJ .R.T	B8	RV-404	g	
26	EEE	183125	B	ARAVINTHAN. M	B8	RV-404	/	/
27	EEE	183130	B	MAHENDRAN. S	B8	RV-404	g	
28	EEE	183133	B	MUHAMED SAFIYULLA. H	B8	RV-404	g	
29	ICE	185023	A	JITHENDRRIYAN .B.B	B8	RV-404	/	/
30	ICE	185067	A	RENUGA. R	B8	RV-404	/	/

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**SARANATHAN COLLEGE OF ENGINEERING**

**Tiruchirapalli - 620 012**

**Training and Placement**

**Hall Allocation**

**Training \_2018 (Aptitude & Verbal)**

*29.06.2018*

**Date:**

**Total Pre:**

**Total Abs:**

Name of the Staff

YUVASRI

28.6.2018

34

1

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182024	A	FELIX. J	B1	RV-306	/	/
2	ECE	182033	A	INFENCE FRANKA.J	B1	RV-306	/	/
3	ECE	182036	A	JANITHAA .D	B1	RV-306	/	/
4	ECE	182041	A	KAMILA FATHIMA JOHARA	B1	RV-306	/	/
5	ECE	182044	A	KAVIYA. G	B1	RV-306	/	/
6	ECE	182052	A	LAVANYA. P	B1	RV-306	/	/
7	ECE	182056	A	MANIJA. M	B1	RV-306	/	/
8	ECE	182068	B	NANDA KUMAR. S	B1	RV-306	/	/
9	ECE	182071	B	NIRANJANI. P.C	B1	RV-306	/	/
10	ECE	182081	B	PREETHI. M	B1	RV-306	/	/
11	ECE	182086	B	PRIYANKA.T	B1	RV-306	/	/
12	ECE	182087	B	RAGURAAM .S	B1	RV-306	/	/
13	ECE	182109	B	SUGASINI. K	B1	RV-306	/	/
14	ECE	182116	B	VARSHINI.S	B1	RV-306	/	/
15	EEE	183016	A	BHARANIDHARAN. M.S	B1	RV-306	/	/
16	EEE	183041	A	KIRUTHIKA .G.	B1	RV-306	/	/
17	EEE	183044	A	KRISHNA PRIYA. V	B1	RV-306	/	/
18	EEE	183054	A	MERLIN ANTONITA. X	B1	RV-306	/	/
19	EEE	183055	A	MOHAMED AADIL. J	B1	RV-306	/	/
20	EEE	183058	A	MUTHU KARUPPAN .N.	B1	RV-306	/	/
21	EEE	183071	B	POOJA SRI.B	B1	RV-306	/	/
22	EEE	183076	B	PRATHEEBA. R	B1	RV-306	/	/
23	EEE	183080	B	PRIYADHARSHINI. K	B1	RV-306	/	/
24	EEE	183090	B	SAJITHA NILOFER.S	B1	RV-306	/	/
25	EEE	183097	B	SINDHU ROSHNI .R	B1	RV-306	/	/
26	EEE	183099	B	SIVASUBRAMANIAN.S	B1	RV-306	/	/
27	EEE	183100	B	SOORYA.B	B1	RV-306	/	/
28	EEE	183102	B	SRIMATI .G	B1	RV-306	/	/
29	EEE	183128	A	SARAVANAN. R	B1	RV-306	/	/
30	ICE	185034	A	NAGIMMA BEGAM. M	B1	RV-306	/	/
31	ICE	185044	A	SANTHOSHINI .R	B1	RV-306	/	/
32	ICE	185053	A	SUBBULAKSHMI. P.N	B1	RV-306	/	/
33	ICE	185054	A	SWETHA .S	B1	RV-306	/	/
34	ICE	185056	A	UMA MAHESWARI. K	B1	RV-306	/	/
35	ICE	185057	A	VARSHINEE. R	B1	RV-306	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

29.06.2018

Date:

Total Pre:

Total Abs:

Name of the Staff

M. MAGESH  
KUMAR

28.6.2018

35

02

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182008	A	ARCHANA. M.R	B2	RV-307	/	/
2	ECE	182010	A	BHAMINI.J.A	B2	RV-307	/	/
3	ECE	182020	A	DOMINIC.C	B2	RV-307	/	/
4	ECE	182049	A	KISHORE R	B2	RV-307	/	/
5	ECE	182050	A	KRISHNAKUMAR.T.R	B2	RV-307	/	/
6	ECE	182053	A	LEONSIS KANAGA ROSHINI.	B2	RV-307	/	/
7	ECE	182065	B	MONISHA SHREE.S	B2	RV-307	/	/
8	ECE	182066	B	MUKESH RAJ. M	B2	RV-307	/	/
9	ECE	182067	B	MUTHU LAVANYA.B	B2	RV-307	/	/
10	ECE	182082	B	PRIADHARSHINI. S	B2	RV-307	/	/
11	ECE	182089	B	RIZWANA BATCHA. R	B2	RV-307	/	/
12	ECE	182090	B	SANCHANA. B	B2	RV-307	/	/
13	ECE	182098	B	SHALEENI PRIYA. R.K	B2	RV-307	/	/
14	ECE	182103	B	SIVA SOWNDARIYA .M	B2	RV-307	/	/
15	ECE	182107	B	SRIGNANESHWARI. C	B2	RV-307	/	/
16	ECE	182111	B	SURYA. H	B2	RV-307	/	/
17	ECE	182140	A	SHERRIN TERESAA. A.J	B2	RV-307	/	/
18	EEE	183001	A	AADITHYA VIGNESH .G.	B2	RV-307	/	/
19	EEE	183004	A	ABINAYA. K	B2	RV-307	/	/
20	EEE	183012	A	ASWANTH. B	B2	RV-307	/	/
21	EEE	183014	A	BARATH. R	B2	RV-307	/	/
22	EEE	183017	A	BHAVADHARINI.P	B2	RV-307	/	/
23	EEE	183029	A	GAYATHRI. N	B2	RV-307	/	/
24	EEE	183046	A	LEO ALDRINRAJ.A.S	B2	RV-307	/	/
25	EEE	183047	A	MADHANRAJ. S	B2	RV-307	/	/
26	EEE	183048	A	MAHALAKSHMI. C	B2	RV-307	/	/
27	EEE	183053	A	MEENACHI.R	B2	RV-307	/	/
28	EEE	183064	B	NAVEEN KUMAR. K	B2	RV-307	/	/
29	EEE	183067	B	NIVETHA.R	B2	RV-307	/	/
30	EEE	183077	B	PRINCE THOMSON.J	B2	RV-307	/	/
31	EEE	183104	B	SUBALAKSHMI.K	B2	RV-307	/	/
32	EEE	183116	B	VIJAYA LAKSHMI .K	B2	RV-307	/	/
33	ICE	185013	A	GAYATHIRI.T.J	B2	RV-307	/	/
34	ICE	185018	A	HARISHRAJ. R	B2	RV-307	/	/
35	ICE	185042	A	SAIKAMALA. C.M	B2	RV-307	/	/

U/A

# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

29.06.2018

Date:

Total Pre:

Total Abs:

Name of the Staff

A. Antony

28.6.2018

35

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S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182011	A	BHARATHAN. S	B3	RV-308	/	/
2	ECE	182012	A	BHARATHI RAJA. T	B3	RV-308	/	/
3	ECE	182013	A	BHUVANESWARI. K	B3	RV-308	/	/
4	ECE	182016	A	DEEPIKA. T	B3	RV-308	/	/
5	ECE	182023	A	FAAMEEDHA BEGAM. A	B3	RV-308	/	/
6	ECE	182027	A	GOPINATH.V	B3	RV-308	/	/
7	ECE	182043	A	KAVIYA .S	B3	RV-308	/	/
8	ECE	182076	B	PRAGATHI. S	B3	RV-308	/	/
9	ECE	182084	B	PRIYADHARSHINI. P	B3	RV-308	/	/
10	ECE	182110	B	SUKITHA. R	B3	RV-308	/	/
11	ECE	182112	B	THARANGINI.S	B3	RV-308	/	/
12	EEE	183002	A	AARTHY. A	B3	RV-308	/	/
13	EEE	183003	A	AATHREYA. S	B3	RV-308	/	/
14	EEE	183008	A	AJITH ARUMUGAM.A	B3	RV-308	/	/
15	EEE	183024	A	DHIVYA. A	B3	RV-308	/	/
16	EEE	183030	A	HARITHA.R	B3	RV-308	/	/
17	EEE	183036	A	KARTHIKHAINI. K	B3	RV-308	/	/
18	EEE	183037	A	KAVIPRIYA. V.R	B3	RV-308	/	/
19	EEE	183039	A	KEERTHANA. V	B3	RV-308	/	/
20	EEE	183068	B	PARVATHI.K	B3	RV-308	/	/
21	EEE	183069	B	PAVINTHAN. M	B3	RV-308	/	/
22	EEE	183073	B	PRADEEP RAAJ. K	B3	RV-308	/	/
23	EEE	183075	B	PRASANTHINI.S	B3	RV-308	/	/
24	EEE	183078	B	PRINCY SMITHA. G	B3	RV-308	/	/
25	EEE	183082	B	RAGHAVAN. S.S	B3	RV-308	/	/
26	EEE	183083	B	RAHUL MALLYA	B3	RV-308	/	/
27	EEE	183101	B	SRIMATHI. S	B3	RV-308	/	/
28	EEE	183111	B	SWETHA. S	B3	RV-308	/	/
29	EEE	183115	B	UDHAYANIRANJANA .V	B3	RV-308	/	/
30	EEE	183119	B	VISHAL .N	B3	RV-308	/	/
31	EEE	183120	B	VISHALI.G	B3	RV-308	/	/
32	EEE	183134	A	VIJAYAKUMAR. M	B3	RV-308	/	/
33	ICE	185004	A	AJAY. G	B3	RV-308	/	/
34	ICE	185008	A	AZHAGU VIGNA RAJAN M	B3	RV-308	/	/
35	ICE	185061	A	MUTHALAGAPPAN C T	B3	RV-308	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

Hall Allocation

Training\_2018 (Aptitude & Verbal)

29/06/2018

Date:

28.6.2018

Total Pre:

32

32

Total Abs:

1

1

Name of the Staff

B. LAKSHMI

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182001	A	ABINAYA.M	B4	RV-309	/	/
2	ECE	182007	A	ALLEN RUFES.A	B4	RV-309	/	/
3	ECE	182025	A	GAJALAKSHMI. C	B4	RV-309	/	/
4	ECE	182026	A	GEETHA. V	B4	RV-309	/	/
5	ECE	182032	A	INFANT ANTO SINTHIYA.J	B4	RV-309	/	/
6	ECE	182047	A	KEERTHANA.G	B4	RV-309	AB	AB
7	ECE	182057	A	MANIKANDAN. M	B4	RV-309	/	/
8	ECE	182061	B	MEGALA. N	B4	RV-309	/	/
9	ECE	182073	B	NIVETHAA. R	B4	RV-309	/	/
10	ECE	182074	B	POOJITHA .S	B4	RV-309	/	/
11	ECE	182075	B	POORNAPRIYA. K	B4	RV-309	/	/
12	ECE	182088	B	RAJAMEENAKSHI.S	B4	RV-309	/	/
13	ECE	182093	B	SARANYA. P	B4	RV-309	/	/
14	ECE	182099	B	SHALINI. G	B4	RV-309	/	/
15	ECE	182101	B	SHUNMATHI. M	B4	RV-309	/	/
16	ECE	182108	B	SRUTHI.K	B4	RV-309	/	/
17	ECE	182117	B	VENKATASUBRAMANIAN. P	B4	RV-309	/	/
18	EEE	183015	A	BARJANA BEGAM.S	B4	RV-309	/	/
19	EEE	183023	A	DHIVYA BHARATHI .A	B4	RV-309	/	/
20	EEE	183025	A	DINESHKUMAR. V	B4	RV-309	/	/
21	EEE	183032	A	JANE MIRIAM.J	B4	RV-309	/	/
22	EEE	183038	A	KAVYA.V	B4	RV-309	/	/
23	EEE	183040	A	KIRTHIKA.R	B4	RV-309	/	/
24	EEE	183060	A	MUTHULAKSHMI. M	B4	RV-309	/	/
25	EEE	183074	B	PRASANTH. P	B4	RV-309	/	/
26	EEE	183088	B	RANJITH KUMAR.A	B4	RV-309	/	/
27	EEE	183103	B	SRINIVASAN .SB.	B4	RV-309	/	/
28	EEE	183117	B	VIJITHRA .N	B4	RV-309	/	/
29	EEE	183121	B	YAMUNA.G	B4	RV-309	/	/
30	EEE	183127	A	VIGNESH. V	B4	RV-309	/	/
31	ICE	185051	A	SREEDIVYA .S	B4	RV-309	/	/
32	ICE	185059	A	VOVIYAA. V.M	B4	RV-309	/	/
33	ICE	185068	A	ARJUN. M	B4	RV-309	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

29.06.2018

Date:

28.6.2018

Total Pre:

33

33

Total Abs:

1

1

Name of the Staff

UMA NAMESHWA  
-RIG

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182017	A	DHANALAKSHMI. A	B5	RV-310	/	/
2	ECE	182021	A	EJAZ HUSSAIN.R	B5	RV-310	/	/
3	ECE	182028	A	GOUTHAM.B	B5	RV-310	/	/
4	ECE	182037	A	JAYAKOKELA.S	B5	RV-310	/	/
5	ECE	182039	A	JOSHUA. P	B5	RV-310	1 AB	/
6	ECE	182051	A	LAVANYA .S.	B5	RV-310	/	/
7	ECE	182062	B	MERCILDA.G	B5	RV-310	AB	AB
8	ECE	182080	B	PREETHI. G	B5	RV-310	/	/
9	ECE	182105	B	SOWNDARYA. S	B5	RV-310	/	/
10	ECE	182106	B	SRI LAKSHMI DEVI.B	B5	RV-310	/	/
11	ECE	182123	B	YOGESWARI .N	B5	RV-310	/	/
12	ECE	182126	A	PRIYADHARSHINI. G	B5	RV-310	/	/
13	EEE	183020	A	CHIVUKULA SRILAXMIE KRI	B5	RV-310	/	/
14	EEE	183021	A	CYRIL ROZARIO.B	B5	RV-310	/	/
15	EEE	183027	A	EAZHILARASI.J	B5	RV-310	/	/
16	EEE	183033	A	KALAISELVI. K	B5	RV-310	/	/
17	EEE	183056	A	MOHAMED ASIF .K	B5	RV-310	1 AB	/
18	EEE	183063	B	NANDA .S.	B5	RV-310	/	/
19	EEE	183072	B	POOVARASAN. R	B5	RV-310	/	/
20	EEE	183087	B	RAMYAPRABHA. R	B5	RV-310	/	/
21	EEE	183089	B	REKHA. L	B5	RV-310	/	/
22	EEE	183096	B	SHANTHI .L	B5	RV-310	/	/
23	EEE	183105	B	SURENDRAN. K.R	B5	RV-310	/	/
24	EEE	183108	B	SWARNA GOWRI. M	B5	RV-310	/	/
25	EEE	183124	B	HARIPRAKASH. R	B5	RV-310	/	/
26	EEE	183126	A	ISHWARYA. S	B5	RV-310	/	/
27	EEE	183135	A	SRIPAUL. J	B5	RV-310	/	/
28	ICE	185006	A	ARSHAD ALAM MOHAMME	B5	RV-310	/	/
29	ICE	185009	A	BARATHWAJ.R	B5	RV-310	/	/
30	ICE	185016	A	HARII HARREN.G	B5	RV-310	/	/
31	ICE	185019	A	ISWARYA.S	B5	RV-310	/	/
32	ICE	185022	A	JEYACHANDRAN.R	B5	RV-310	/	/
33	ICE	185032	A	MUTHUMEENAL. M	B5	RV-310	/	/
34	ICE	185058	A	VIJAY P.S	B5	RV-310	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

29.06.2018

Date:

28.6.2018

Total Pre:

34

Total Abs:

1

Name of the Staff

Arvinth M

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182045	A	KEERTHANA .R	B6	RV-402	/	/
2	ECE	182059	A	MARIAMMAL. G	B6	RV-402	/	/
3	ECE	182072	B	NITHYA PRIYADHARSHINI. S	B6	RV-402	/	/
4	ECE	182083	B	PRIYADHARSHINI. K	B6	RV-402	/	/
5	ECE	182091	B	SANTHIYA.D	B6	RV-402	/	/
6	ECE	182096	B	SELVARANI. K	B6	RV-402	/	/
7	ECE	182102	B	SINDHUJA. C	B6	RV-402	/	/
8	ECE	182115	B	VAISHNAVI.G	B6	RV-402	/	/
9	ECE	182119	B	VIJAYABHARATHI. D	B6	RV-402	/	/
10	EEE	183005	A	ABINAYA. T	B6	RV-402	/	/
11	EEE	183007	A	AJAY .M.S.	B6	RV-402	/	/
12	EEE	183009	A	AKHILA.B	B6	RV-402	/	/
13	EEE	183010	A	ARAVINDAN. U	B6	RV-402	/	/
14	EEE	183018	A	BOOPATHINAVANEETHAN.	B6	RV-402	/	/
15	EEE	183028	A	ELAMURUGU. K	B6	RV-402	/	/
16	EEE	183031	A	HEMADEVI. T	B6	RV-402	/	/
17	EEE	183052	A	MANORANJAN.G	B6	RV-402	/	/
18	EEE	183057	A	MOHAMMED FAISAL .Z.	B6	RV-402	AB	a
19	EEE	183086	B	RAMANATHAN.AL	B6	RV-402	/	/
20	EEE	183092	B	SARANYA.U	B6	RV-402	/	/
21	EEE	183107	B	SWAMINATHAN.S	B6	RV-402	/	/
22	EEE	183109	B	SWATHI.A	B6	RV-402	/	/
23	EEE	183114	B	THARANYA S	B6	RV-402	/	/
24	EEE	183122	A	PRADEEP KUMAR M	B6	RV-402	/	/
25	EEE	183131	B	AJITHKUMAR. A	B6	RV-402	/	/
26	ICE	185005	A	ANUPRIYADARSHINI. C	B6	RV-402	/	/
27	ICE	185007	A	ASHWIN SHIVRAM.R.H	B6	RV-402	/	/
28	ICE	185015	A	GURU PRASAATH.V.K	B6	RV-402	/	/
29	ICE	185024	A	KARTHIKEYAN .S	B6	RV-402	/	/
30	ICE	185031	A	MOHANAAMBIGA.S	B6	RV-402	/	/
31	ICE	185033	A	NAGA SURYA. R	B6	RV-402	/	/
32	ICE	185041	A	RUKNUDEEN .S	B6	RV-402	/	/
33	ICE	185046	A	SHAMEEM AHAMED.A.M	B6	RV-402	/	/
34	ICE	185048	A	SHANMUGAVEL. M	B6	RV-402	/	/
35	ICE	185052	A	SRI PRIYA. R	B6	RV-402	/	/

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**SARANATHAN COLLEGE OF ENGINEERING**

Tiruchirapalli - 620 012

Training and Placement

**Hall Allocation**

**Training\_2018 (Aptitude & Verbal)**

29.06.2018

Date:

Total Pre:

Total Abs:

Name of the Staff

28.6.2018

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182002	A	ABINAYA.R	B7	RV-403	a	a
2	ECE	182005	A	AJAY.A	B7	RV-403	/	/
3	ECE	182009	A	ASWINI.D	B7	RV-403	a	a
4	ECE	182014	A	CHARU NIVEDHA.R	B7	RV-403	/	/
5	ECE	182015	A	CHELLAKIRANYA. C	B7	RV-403	a	a
6	ECE	182042	A	KASTHURI. A	B7	RV-403	a	a
7	ECE	182054	A	MAHESWARI. L	B7	RV-403	a	a
8	ECE	182055	A	MALINI.S	B7	RV-403	/	/
9	ECE	182058	A	MANOJKUMAR. R	B7	RV-403	/	/
10	ECE	182070	B	NANDHINI.N	B7	RV-403	/	/
11	ECE	182078	B	PRATHI NISHA.A	B7	RV-403	a	a
12	ECE	182079	B	PREETHA .B	B7	RV-403	/	/
13	ECE	182097	B	SHAILA BANU. M	B7	RV-403	/	/
14	ECE	182100	B	SHANTHI.T	B7	RV-403	/	/
15	ECE	182113	B	UDHAYAKUMAR. G	B7	RV-403	a	a
16	ECE	182120	B	VINITHA.S	B7	RV-403	/	/
17	EEE	183013	A	AVINASH.T	B7	RV-403	/	/
18	EEE	183022	A	DHINESH KUMAR. R	B7	RV-403	/	/
19	EEE	183050	A	MAHENDARAN.P	B7	RV-403	/	/
20	EEE	183093	B	SATHISHKUMAR .S	B7	RV-403	/	/
21	EEE	183112	B	SWETHA.S	B7	RV-403	/	/
22	EEE	183113	B	THARANI. R	B7	RV-403	/	/
23	EEE	183129	A	RAGUL. R	B7	RV-403	/	/
24	ICE	185003	A	AISHWARYA .K.	B7	RV-403	/	/
25	ICE	185010	A	DHANALAKSHMI. S	B7	RV-403	/	/
26	ICE	185014	A	GAYATHRI DEVI.S	B7	RV-403	/	/
27	ICE	185017	A	HARILAKSHMI. M	B7	RV-403	/	/
28	ICE	185020	A	JAGADEESAN.R	B7	RV-403	/	/
29	ICE	185021	A	JANANI.V	B7	RV-403	a	a
30	ICE	185028	A	MARIMUTHU. D	B7	RV-403	/	/
31	ICE	185029	A	MOHAMEDPHARSATH.M	B7	RV-403	/	/
32	ICE	185030	A	MOHAN. V	B7	RV-403	/	/
33	ICE	185035	A	POORNIMA. M	B7	RV-403	/	/
34	ICE	185050	A	SHYAM SUNDAR .K	B7	RV-403	/	/
35	ICE	185055	A	THAYUMAN. R	B7	RV-403	/	/

16/12

# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

29.06.2018

Name of the Staff

Date: 28.6.2018

Total Pre:

Total Abs:

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182018	A	DHIVYA. M	B8	RV-404	/	
2	ECE	182019	A	DHIVYASHREE.C	B8	RV-404	/	
3	ECE	182029	A	GUNANITHI. P	B8	RV-404	/	
4	ECE	182030	A	GUNASEELI.R	B8	RV-404	/	
5	ECE	182031	A	HARI PRIYA.S	B8	RV-404	/	
6	ECE	182034	A	JAGADISAN.S	B8	RV-404	/	
7	ECE	182035	A	JANANI.E	B8	RV-404	/	
8	ECE	182048	A	KEERTHANA.RA	B8	RV-404	/	
9	ECE	182060	A	MEERA. M	B8	RV-404	/	
10	ECE	182077	B	PRASANA KUMAR.B	B8	RV-404	/	
11	ECE	182095	B	SATHYA SIVARANJANI. M.S	B8	RV-404	/	
12	ECE	182125	B	LOGESHWARI. R	B8	RV-404	/	
13	EEE	183006	A	ABISHEK .S.	B8	RV-404	a	a
14	EEE	183011	A	ARUN PRASATH.P.A	B8	RV-404	a	a
15	EEE	183043	A	KISHORE KUMAR. S	B8	RV-404	a	a
16	EEE	183051	A	MANIKANDAN. M	B8	RV-404	a	a
17	EEE	183061	B	MUTHULAKSHMI. U	B8	RV-404	a	a
18	EEE	183065	B	NAVEENKUMAR. M	B8	RV-404	/	/
19	EEE	183066	B	NIVEDHA. M	B8	RV-404	a	a
20	EEE	183079	B	PRITHIVIRAJAN.E	B8	RV-404	/	
21	EEE	183081	B	RAGAVI .S.	B8	RV-404	/	/
22	EEE	183091	B	SANGEETHA .N	B8	RV-404	a	a
23	EEE	183106	B	SURESH KUMAR. M	B8	RV-404	/	/
24	EEE	183110	B	SWETHA GAYATHRI. S	B8	RV-404	a	a
25	EEE	183118	B	VINOTHRAJ .R.T	B8	RV-404	a	a
26	EEE	183125	B	ARAVINTHAN. M	B8	RV-404	/	
27	EEE	183130	B	MAHENDRAN. S	B8	RV-404	/	
28	EEE	183133	B	MUHAMED SAFIYULLA. H	B8	RV-404	a	a
29	ICE	185023	A	JITHENDRRIYAN .B.B	B8	RV-404	/	/
30	ICE	185067	A	RENUGA. R	B8	RV-404	/	/

# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

Date:

Total Pre:

Total Abs:

Name of the Staff

Yuvashi

30.6.2018

82

3

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182024	A	FELIX. J	B1	RV-306	a	a
2	ECE	182033	A	INFENCE FRANKA.J	B1	RV-306	/	/
3	ECE	182036	A	JANITHAA .D	B1	RV-306	/	/
4	ECE	182041	A	KAMILA FATHIMA JOHARA	B1	RV-306	/	/
5	ECE	182044	A	KAVIYA. G	B1	RV-306	/	/
6	ECE	182052	A	LAVANYA. P	B1	RV-306	/	/
7	ECE	182056	A	MANIJA. M	B1	RV-306	/	/
8	ECE	182068	B	NANDA KUMAR. S	B1	RV-306	/	/
9	ECE	182071	B	NIRANJANI. P.C	B1	RV-306	/	/
10	ECE	182081	B	PREETHI. M	B1	RV-306	/	/
11	ECE	182086	B	PRIYANKA.T	B1	RV-306	/	/
12	ECE	182087	B	RAGURAAM .S	B1	RV-306	/	/
13	ECE	182109	B	SUGASINI. K	B1	RV-306	/	/
14	ECE	182116	B	VARSHINI.S	B1	RV-306	/	/
15	EEE	183016	A	BHARANIDHARAN. M.S	B1	RV-306	/	/
16	EEE	183041	A	KIRUTHIKA .G.	B1	RV-306	/	/
17	EEE	183044	A	KRISHNA PRIYA. V	B1	RV-306	/	/
18	EEE	183054	A	MERLIN ANTONITA. X	B1	RV-306	/	/
19	EEE	183055	A	MOHAMED AADIL. J	B1	RV-306	/	/
20	EEE	183058	A	MUTHU KARUPPAN .N.	B1	RV-306	/	/
21	EEE	183071	B	POOJA SRI.B	B1	RV-306	/	/
22	EEE	183076	B	PRATHEEBA. R	B1	RV-306	/	/
23	EEE	183080	B	PRIYADHARSHINI. K	B1	RV-306	/	/
24	EEE	183090	B	SAJITHA NILOFER.S	B1	RV-306	/	/
25	EEE	183097	B	SINDHU ROSHNI .R	B1	RV-306	/	/
26	EEE	183099	B	SIVASUBRAMANIAN.S	B1	RV-306	a	a
27	EEE	183100	B	SOORYA.B	B1	RV-306	a	a
28	EEE	183102	B	SRIMATI .G	B1	RV-306	/	/
29	EEE	183128	A	SARAVANAN. R	B1	RV-306	/	/
30	ICE	185034	A	NAGIMMA BEGAM. M	B1	RV-306	/	/
31	ICE	185044	A	SANTHOSHINI .R	B1	RV-306	/	/
32	ICE	185053	A	SUBBULAKSHMI. P.N	B1	RV-306	/	/
33	ICE	185054	A	SWETHA .S	B1	RV-306	/	/
34	ICE	185056	A	UMA MAHESWARI. K	B1	RV-306	/	/
35	ICE	185057	A	VARSHINEE. R	B1	RV-306	/	/

1/2



**SARANATHAN COLLEGE OF ENGINEERING**

Tiruchirapalli - 620 012

Training and Placement

**Hall Allocation**

Training \_2018 (Aptitude & Verbal)

Date:

Total Pre:

Total Abs:

Name of the Staff	
M. MAGESH KUMAR	
30.6.2018	
33	33
2	2

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182008	A	ARCHANA. M.R	B2	RV-307	/	/
2	ECE	182010	A	BHAMINI.J.A	B2	RV-307	/	/
3	ECE	182020	A	DOMINIC.C	B2	RV-307	/	/
4	ECE	182049	A	KISHORE R	B2	RV-307	/	/
5	ECE	182050	A	KRISHNAKUMAR.T.R	B2	RV-307	/	/
6	ECE	182053	A	LEONSIS KANAGA ROSHINI.	B2	RV-307	/	/
7	ECE	182065	B	MONISHA SHREE.S	B2	RV-307	/	/
8	ECE	182066	B	MUKESH RAJ. M	B2	RV-307	/	/
9	ECE	182067	B	MUTHU LAVANYA.B	B2	RV-307	/	/
10	ECE	182082	B	PRIADHARSHINI. S	B2	RV-307	/	/
11	ECE	182089	B	RIZWANA BATCHA. R	B2	RV-307	/	/
12	ECE	182090	B	SANCHANA. B	B2	RV-307	/	/
13	ECE	182098	B	SHALEENI PRIYA. R.K	B2	RV-307	/	/
14	ECE	182103	B	SIVA SOWNDARIYA .M	B2	RV-307	/	/
15	ECE	182107	B	SRIGNANESHWARI. C	B2	RV-307	/	/
16	ECE	182111	B	SURYA. H	B2	RV-307	/	/
17	ECE	182140	A	SHERRIN TERESAA. A.J	B2	RV-307	AB	AB
18	EEE	183001	A	AADITHYA VIGNESH .G.	B2	RV-307	/	/
19	EEE	183004	A	ABINAYA. K	B2	RV-307	/	/
20	EEE	183012	A	ASWANTH. B	B2	RV-307	/	/
21	EEE	183014	A	BARATH. R	B2	RV-307	/	/
22	EEE	183017	A	BHAVADHARINI.P	B2	RV-307	/	/
23	EEE	183029	A	GAYATHRI. N	B2	RV-307	/	/
24	EEE	183046	A	LEO ALDRINRAJ.A.S	B2	RV-307	/	/
25	EEE	183047	A	MADHANRAJ. S	B2	RV-307	/	/
26	EEE	183048	A	MAHALAKSHMI. C	B2	RV-307	/	/
27	EEE	183053	A	MEENACHI.R	B2	RV-307	/	/
28	EEE	183064	B	NAVEEN KUMAR. K	B2	RV-307	/	/
29	EEE	183067	B	NIVETHA.R	B2	RV-307	/	/
30	EEE	183077	B	PRINCE THOMSON.J	B2	RV-307	/	/
31	EEE	183104	B	SUBALAKSHMI.K	B2	RV-307	/	/
32	EEE	183116	B	VIJAYA LAKSHMI .K	B2	RV-307	/	/
33	ICE	185013	A	GAYATHIRI.T.J	B2	RV-307	AB	AB
34	ICE	185018	A	HARISHRAJ. R	B2	RV-307	/	/
35	ICE	185042	A	SAIKAMALA. C.M	B2	RV-307	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date:

Total Pre:

Total Abs:

Name of the Staff

A. Antony

30.6.2018

34

1

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182011	A	BHARATHAN. S	B3	RV-308	/	/
2	ECE	182012	A	BHARATHI RAJA. T	B3	RV-308	/	/
3	ECE	182013	A	BHUVANESWARI. K	B3	RV-308	/	/
4	ECE	182016	A	DEEPIKA. T	B3	RV-308	/	/
5	ECE	182023	A	FAAMEEDHA BEGAM. A	B3	RV-308	/	/
6	ECE	182027	A	GOPINATH.V	B3	RV-308	/	/
7	ECE	182043	A	KAVIYA .S	B3	RV-308	/	/
8	ECE	182076	B	PRAGATHI. S	B3	RV-308	/	/
9	ECE	182084	B	PRIYADHARSHINI. P	B3	RV-308	/	/
10	ECE	182110	B	SUKITHA. R	B3	RV-308	/	/
11	ECE	182112	B	THARANGINI.S	B3	RV-308	/	/
12	EEE	183002	A	AARTHY. A	B3	RV-308	/	/
13	EEE	183003	A	AATHREYA. S	B3	RV-308	/	/
14	EEE	183008	A	AJITH ARUMUGAM.A	B3	RV-308	/	/
15	EEE	183024	A	DHIVYA. A	B3	RV-308	/	/
16	EEE	183030	A	HARITHA.R	B3	RV-308	/	/
17	EEE	183036	A	KARTHIKHAINI. K	B3	RV-308	/	/
18	EEE	183037	A	KAVIPRIYA. V.R	B3	RV-308	/	/
19	EEE	183039	A	KEERTHANA. V	B3	RV-308	/	/
20	EEE	183068	B	PARVATHI.K	B3	RV-308	/	/
21	EEE	183069	B	PAVINTHAN. M	B3	RV-308	A	a
22	EEE	183073	B	PRADEEP RAAJ. K	B3	RV-308	/	/
23	EEE	183075	B	PRASANTHINI.S	B3	RV-308	/	/
24	EEE	183078	B	PRINCY SMITHA. G	B3	RV-308	/	/
25	EEE	183082	B	RAGHAVAN. S.S	B3	RV-308	/	/
26	EEE	183083	B	RAHUL MALLYA	B3	RV-308	/	/
27	EEE	183101	B	SRIMATHI. S	B3	RV-308	/	/
28	EEE	183111	B	SWETHA. S	B3	RV-308	/	/
29	EEE	183115	B	UDHAYANIRANJANA .V	B3	RV-308	/	/
30	EEE	183119	B	VISHAL .N	B3	RV-308	/	/
31	EEE	183120	B	VISHALI.G	B3	RV-308	/	/
32	EEE	183134	A	VIJAYAKUMAR. M	B3	RV-308	/	/
33	ICE	185004	A	AJAY. G	B3	RV-308	/	/
34	ICE	185008	A	AZHAGU VIGNA RAJAN M	B3	RV-308	/	/
35	ICE	185061	A	MUTHALAGAPPAN C T	B3	RV-308	/	a

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

Date:

Total Pre:

Total Abs:

Name of the Staff

B.LAKSHMI

30.6.2018

28

5

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182001	A	ABINAYA.M	B4	RV-309	/	
2	ECE	182007	A	ALLEN RUFES.A	B4	RV-309	/	
3	ECE	182025	A	GAJALAKSHMI. C	B4	RV-309	AB	
4	ECE	182026	A	GEETHA. V	B4	RV-309	/	
5	ECE	182032	A	INFANT ANTO SINTHIYA.J	B4	RV-309	AB	
6	ECE	182047	A	KEERTHANA.G	B4	RV-309	AB	
7	ECE	182057	A	MANIKANDAN. M	B4	RV-309	/	
8	ECE	182061	B	MEGALA. N	B4	RV-309	AB	
9	ECE	182073	B	NIVETHAA. R	B4	RV-309	/	
10	ECE	182074	B	POOJITHA .S	B4	RV-309	AB	
11	ECE	182075	B	POORNAPRIYA. K	B4	RV-309	/	
12	ECE	182088	B	RAJAMEENAKSHI.S	B4	RV-309	/	
13	ECE	182093	B	SARANYA. P	B4	RV-309	/	
14	ECE	182099	B	SHALINI. G	B4	RV-309	/	
15	ECE	182101	B	SHUNMATHI. M	B4	RV-309	/	
16	ECE	182108	B	SRUTHI.K	B4	RV-309	/	
17	ECE	182117	B	VENKATASUBRAMANIAN. R	B4	RV-309	/	
18	EEE	183015	A	BARJANA BEGAM.S	B4	RV-309	/	
19	EEE	183023	A	DHIVYA BHARATHI .A	B4	RV-309	/	
20	EEE	183025	A	DINESHKUMAR. V	B4	RV-309	/	
21	EEE	183032	A	JANE MIRIAM.J	B4	RV-309	/	
22	EEE	183038	A	KAVYA.V	B4	RV-309	/	
23	EEE	183040	A	KIRTHIKA.R	B4	RV-309	/	
24	EEE	183060	A	MUTHULAKSHMI. M	B4	RV-309	/	
25	EEE	183074	B	PRASANTH. P	B4	RV-309	/	
26	EEE	183088	B	RANJITH KUMAR.A	B4	RV-309	/	
27	EEE	183103	B	SRINIVASAN .SB.	B4	RV-309	/	
28	EEE	183117	B	VIJITHRA .N	B4	RV-309	/	
29	EEE	183121	B	YAMUNA.G	B4	RV-309	/	
30	EEE	183127	A	VIGNESH. V	B4	RV-309	/	
31	ICE	185051	A	SREEDIVYA .S	B4	RV-309	/	
32	ICE	185059	A	VOVIYAA. V.M	B4	RV-309	/	
33	ICE	185068	A	ARJUN. M	B4	RV-309	/	

4/12

# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

Date:

30.6.2018

Total Pre:

31

31

Total Abs:

3

3

Name of the Staff

G. CHA MAHESH W  
-ARI

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182017	A	DHANALAKSHMI. A	B5	RV-310	/	/
2	ECE	182021	A	EJAZ HUSSAIN.R	B5	RV-310	/	/
3	ECE	182028	A	GOUTHAM.B	B5	RV-310	/	/
4	ECE	182037	A	JAYAKOKELA.S	B5	RV-310	/	/
5	ECE	182039	A	JOSHUA. P	B5	RV-310	/	/
6	ECE	182051	A	LAVANYA .S.	B5	RV-310	/	/
7	ECE	182062	B	MERCILDA.G	B5	RV-310	AB	AB
8	ECE	182080	B	PREETHI. G	B5	RV-310	/	/
9	ECE	182105	B	SOWNDARYA. S	B5	RV-310	AB	AB
10	ECE	182106	B	SRI LAKSHMI DEVI.B	B5	RV-310	AB	AB
11	ECE	182123	B	YOGESWARI .N	B5	RV-310	/	/
12	ECE	182126	A	PRIYADHARSHINI. G	B5	RV-310	/	/
13	EEE	183020	A	CHIVUKULA SRILAXMIE KRIS	B5	RV-310	/	/
14	EEE	183021	A	CYRIL ROZARIO.B	B5	RV-310	/	/
15	EEE	183027	A	EAZHILARASI.J	B5	RV-310	/	/
16	EEE	183033	A	KALAISELVI. K	B5	RV-310	/	/
17	EEE	183056	A	MOHAMED ASIF .K	B5	RV-310	/	/
18	EEE	183063	B	NANDA .S.	B5	RV-310	/	/
19	EEE	183072	B	POOVARASAN. R	B5	RV-310	/	/
20	EEE	183087	B	RAMYAPRABHA. R	B5	RV-310	/	/
21	EEE	183089	B	REKHA. L	B5	RV-310	/	/
22	EEE	183096	B	SHANTHI .L	B5	RV-310	/	/
23	EEE	183105	B	SURENDRAN. K.R	B5	RV-310	/	/
24	EEE	183108	B	SWARNA GOWRI. M	B5	RV-310	/	/
25	EEE	183124	B	HARIPRAKASH. R	B5	RV-310	/	/
26	EEE	183126	A	ISHWARYA. S	B5	RV-310	/	/
27	EEE	183135	A	SRIPAUL. J	B5	RV-310	/	/
28	ICE	185006	A	ARSHAD ALAM MOHAMME	B5	RV-310	/	/
29	ICE	185009	A	BARATHWAJ.R	B5	RV-310	/	/
30	ICE	185016	A	HARII HARREN.G	B5	RV-310	/	/
31	ICE	185019	A	ISWARYA.S	B5	RV-310	/	/
32	ICE	185022	A	JEYACHANDRAN.R	B5	RV-310	/	/
33	ICE	185032	A	MUTHUMEENAL. M	B5	RV-310	/	/
34	ICE	185058	A	VIJAY P.S	B5	RV-310	/	/

5/12

# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

30.6.18

Date:

Total Pre:

Total Abs:

Name of the Staff	
Akinth M	
30.6.2018	
33	
2	

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182045	A	KEERTHANA .R	B6	RV-402	/	/
2	ECE	182059	A	MARIAMMAL. G	B6	RV-402	/	/
3	ECE	182072	B	NITHYA PRIYADHARSHINI. S	B6	RV-402	/	/
4	ECE	182083	B	PRIYADHARSHINI. K	B6	RV-402	/	/
5	ECE	182091	B	SANTHIYA.D	B6	RV-402	/	/
6	ECE	182096	B	SELVARANI. K	B6	RV-402	/	/
7	ECE	182102	B	SINDHUJA. C	B6	RV-402	/	/
8	ECE	182115	B	VAISHNAVI.G	B6	RV-402	/	/
9	ECE	182119	B	VIJAYABHARATHI. D	B6	RV-402	/	/
10	EEE	183005	A	ABINAYA. T	B6	RV-402	/	/
11	EEE	183007	A	AJAY .M.S.	B6	RV-402	/	/
12	EEE	183009	A	AKHILA.B	B6	RV-402	/	/
13	EEE	183010	A	ARAVINDAN. U	B6	RV-402	/	/
14	EEE	183018	A	BOOPATHINAVANEETHAN.	B6	RV-402	/	/
15	EEE	183028	A	ELAMURUGU. K	B6	RV-402	AB	a
16	EEE	183031	A	HEMADEVI. T	B6	RV-402	/	/
17	EEE	183052	A	MANORANJAN.G	B6	RV-402	/	/
18	EEE	183057	A	MOHAMMED FAISAL .Z.	B6	RV-402	AB	a
19	EEE	183086	B	RAMANATHAN.AL	B6	RV-402	/	/
20	EEE	183092	B	SARANYA.U	B6	RV-402	/	/
21	EEE	183107	B	SWAMINATHAN.S	B6	RV-402	/	/
22	EEE	183109	B	SWATHI.A	B6	RV-402	/	/
23	EEE	183114	B	THARANYA S	B6	RV-402	/	/
24	EEE	183122	A	PRADEEP KUMAR M	B6	RV-402	/	/
25	EEE	183131	B	AJITHKUMAR. A	B6	RV-402	/	/
26	ICE	185005	A	ANUPRIYADARSHINI. C	B6	RV-402	/	/
27	ICE	185007	A	ASHWIN SHIVRAM.R.H	B6	RV-402	/	/
28	ICE	185015	A	GURU PRASAATH.V.K	B6	RV-402	/	/
29	ICE	185024	A	KARTHIKEYAN .S	B6	RV-402	/	/
30	ICE	185031	A	MOHANAAMBIGA.S	B6	RV-402	/	/
31	ICE	185033	A	NAGA SURYA. R	B6	RV-402	/	/
32	ICE	185041	A	RUKNUDEEN .S	B6	RV-402	/	/
33	ICE	185046	A	SHAMEEM AHAMED.A.M	B6	RV-402	/	/
34	ICE	185048	A	SHANMUGAVEL. M	B6	RV-402	/	/
35	ICE	185052	A	SRI PRIYA. R	B6	RV-402	/	/

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# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training\_2018 (Aptitude & Verbal)

Date:

30.6.2018

Total Pre:

23

23

Total Abs:

12

12

Name of the Staff

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182002	A	ABINAYA.R	B7	RV-403	a	a
2	ECE	182005	A	AJAY.A	B7	RV-403	/	/
3	ECE	182009	A	ASWINI.D	B7	RV-403	a	a
4	ECE	182014	A	CHARU NIVEDHA.R	B7	RV-403	/	/
5	ECE	182015	A	CHELLAKIRANYA. C	B7	RV-403	a	a
6	ECE	182042	A	KASTHURI. A	B7	RV-403	a	a
7	ECE	182054	A	MAHESWARI. L	B7	RV-403	a	a
8	ECE	182055	A	MALINI.S	B7	RV-403	/	/
9	ECE	182058	A	MANOJKUMAR. R	B7	RV-403	a	a
10	ECE	182070	B	NANDHINI.N	B7	RV-403	/	/
11	ECE	182078	B	PRATHI NISHA.A	B7	RV-403	a	a
12	ECE	182079	B	PREETHA .B	B7	RV-403	a	a
13	ECE	182097	B	SHAILA BANU. M	B7	RV-403	a	e
14	ECE	182100	B	SHANTHI.T	B7	RV-403	/	/
15	ECE	182113	B	UDHAYAKUMAR. G	B7	RV-403	a	a
16	ECE	182120	B	VINITHA.S	B7	RV-403	/	/
17	EEE	183013	A	AVINASH.T	B7	RV-403	/	/
18	EEE	183022	A	DHINESH KUMAR. R	B7	RV-403	/	/
19	EEE	183050	A	MAHENDARAN.P	B7	RV-403	/	/
20	EEE	183093	B	SATHISHKUMAR .S	B7	RV-403	/	/
21	EEE	183112	B	SWETHA.S	B7	RV-403	/	/
22	EEE	183113	B	THARANI. R	B7	RV-403	/	/
23	EEE	183129	A	RAGUL. R	B7	RV-403	/	/
24	ICE	185003	A	AISHWARYA .K.	B7	RV-403	/	/
25	ICE	185010	A	DHANALAKSHMI. S	B7	RV-403	/	/
26	ICE	185014	A	GAYATHRI DEVI.S	B7	RV-403	/	/
27	ICE	185017	A	HARILAKSHMI. M	B7	RV-403	/	/
28	ICE	185020	A	JAGADEESAN.R	B7	RV-403	/	/
29	ICE	185021	A	JANANI.V	B7	RV-403	a	a
30	ICE	185028	A	MARIMUTHU. D	B7	RV-403	/	/
31	ICE	185029	A	MOHAMEDPHARSATH.M	B7	RV-403	/	/
32	ICE	185030	A	MOHAN. V	B7	RV-403	/	/
33	ICE	185035	A	POORNIMA. M	B7	RV-403	/	/
34	ICE	185050	A	SHYAM SUNDAR .K	B7	RV-403	/	/
35	ICE	185055	A	THAYUMAN. R	B7	RV-403	a	a

*(Handwritten signature and initials)*

# SARANATHAN COLLEGE OF ENGINEERING

Tiruchirapalli - 620 012

Training and Placement

## Hall Allocation

Training \_2018 (Aptitude & Verbal)

Date:

30.6.2018

Total Pre:

1

8

Total Abs:

23

22

Name of the Staff

S.No	BRANCH	Batchno	Sec	Student Name	BATCH	BLOCK_HALL	FN	AN
1	ECE	182018	A	DHIVYA. M	B8	RV-404	a	a
2	ECE	182019	A	DHIVYASHREE.C	B8	RV-404	a	a
3	ECE	182029	A	GUNANITHI. P	B8	RV-404	a	a
4	ECE	182030	A	GUNASEELI.R	B8	RV-404	a	a
5	ECE	182031	A	HARI PRIYA.S	B8	RV-404	a	a
6	ECE	182034	A	JAGADISAN.S	B8	RV-404	a	a
7	ECE	182035	A	JANANI.E	B8	RV-404	a	a
8	ECE	182048	A	KEERTHANA.RA	B8	RV-404	a	a
9	ECE	182060	A	MEERA. M	B8	RV-404	a	a
10	ECE	182077	B	PRASANA KUMAR.B	B8	RV-404	a	a
11	ECE	182095	B	SATHYA SIVARANJANI. M.S	B8	RV-404	a	a
12	ECE	182125	B	LOGESHWARI. R	B8	RV-404	a	a
13	EEE	183006	A	ABISHEK .S.	B8	RV-404	a	a
14	EEE	183011	A	ARUN PRASATH.P.A	B8	RV-404	a	a
15	EEE	183043	A	KISHORE KUMAR. S	B8	RV-404	a	a
16	EEE	183051	A	MANIKANDAN. M	B8	RV-404	a	a
17	EEE	183061	B	MUTHULAKSHMI. U	B8	RV-404	a	a
18	EEE	183065	B	NAVEENKUMAR. M	B8	RV-404	/	/
19	EEE	183066	B	NIVEDHA. M	B8	RV-404	a	a
20	EEE	183079	B	PRITHIVIRAJAN.E	B8	RV-404	/	/
21	EEE	183081	B	RAGAVI .S.	B8	RV-404	a	/
22	EEE	183091	B	SANGEETHA .N	B8	RV-404	a	a
23	EEE	183106	B	SURESH KUMAR. M	B8	RV-404	/	/
24	EEE	183110	B	SWETHA GAYATHRI. S	B8	RV-404	a	a
25	EEE	183118	B	VINOTHRAJ .R.T	B8	RV-404	a	a
26	EEE	183125	B	ARAVINTHAN. M	B8	RV-404	/	/
27	EEE	183130	B	MAHENDRAN. S	B8	RV-404	/	/
28	EEE	183133	B	MUHAMED SAFIYULLA. H	B8	RV-404	a	a
29	ICE	185023	A	JITHENDRRIYAN .B.B	B8	RV-404	/	/
30	ICE	185067	A	RENUGA. R	B8	RV-404	/	/

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S.No	BRANCH	Batchno	Sec	Student Name	FEE STATUS	Test Taken	Date											
							25.6.2018	26.6.2018	27.6.2018	28.6.2018	29.6.2018	30.6.2018						
							FN	AN	FN	AN	FN	AN	FN	AN	FN	AN		
1	EEE	183001	A	AADITHYA VIGNESH .G.	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
2	EEE	183002	A	AARTHY .A	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
3	EEE	183003	A	AATHREYA .S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
4	EEE	183004	A	ABINAYYA .K	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
5	EEE	183005	A	ABINAYYA .T	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
6	EEE	183006	A	ABISHAK .S.	NOT PAID	NO	AB	AB	AB	AB	PRE	PRE	PRE	PRE	PRE	AB		
7	EEE	183007	A	AJAY .M.S.	PAID	YES	PRE	PRE	AB	AB	AB	AB	PRE	PRE	PRE	PRE		
8	EEE	183008	A	AJITH ARJUNUGAM.A	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
9	EEE	183009	A	AKHILA.B	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
10	EEE	183010	A	ARAVINDAN .U	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
11	EEE	183011	A	ARUN PRASATH.P.A	NOT PAID	NO	AB	AB	AB	AB	PRE	PRE	PRE	PRE	PRE	AB		
12	EEE	183012	A	ASWANTH .B	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
13	EEE	183013	A	AVINASH.T	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
14	EEE	183014	A	BARATH .R	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
15	EEE	183015	A	BARJANA BEGAM.S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
16	EEE	183016	A	BHARANIDHARAN .M.S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
17	EEE	183017	A	BHAVADHARINI.P	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
18	EEE	183018	A	BOOPATHINAVANEETHAN .S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
19	EEE	183019	A	CHENDURAN .A	NOT PAID	NO												
20	EEE	183020	A	CHIVUKULA SRILAKSHMI KRISHNA .C	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
21	EEE	183021	A	CYRIL ROZARIO.B	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
22	EEE	183022	A	DHINESH KUMAR .R	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
23	EEE	183024	A	DHIVYA .A	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
24	EEE	183023	A	DHIVYA BHARATHI .A	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
25	EEE	183025	A	DINESHKUMAR .V	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
26	EEE	183026	A	DIVYA.S	NOT PAID	NO												
27	EEE	183027	A	EAZHILARASI.J	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
28	EEE	183028	A	ELAMURUGU .K	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
29	EEE	183029	A	GAYATHRI .N	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
30	EEE	183030	A	HARITHA.R	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		



Saranathan College of Engineering

Consolidated Absentees details for Training Programme from 25 - 30th June 2018

S.No	BRANCH	Batchno	Sec	Student Name	FEE STATUS	Test Taken	25.6.2018													
							FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN
31	EEE	183031	A	HENMADEVI. T	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
32	EEE	183032	A	JANE MIRIAM. J	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
33	EEE	183033	A	KALAISETVI. K	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
34	EEE	183034	A	KARTHIKA. V	NOT PAID	NO														
35	EEE	183036	A	KARTHIKHAMNI. K	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
36	EEE	183037	A	KAVIPRIYA. V.R	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
37	EEE	183038	A	KAVYA.V	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
38	EEE	183039	A	KEERTHANA. V	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
39	EEE	183040	A	KIRTIKA.R	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
40	EEE	183041	A	KIRUTHIKA. G.	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
41	EEE	183042	A	KIRUTHIKA. P	NOT PAID	NO														
42	EEE	183043	A	KISHORE KUMAR. S	NOT PAID	NO	AB	AB	AB	AB	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	AB	
43	EEE	183044	A	KRISHNA PRIYA. V	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
44	EEE	183045	A	LAKSHMI NARAYANAN. T	NOT PAID	NO														
45	EEE	183046	A	LEO ALDRINRAJ.A.S	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
46	EEE	183047	A	MADHANRAJ. S	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
47	EEE	183048	A	MAHALAKSHMI. C	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
48	EEE	183049	A	MAHALAKSHMI.S	NOT PAID	NO														
49	EEE	183050	A	MAHENDARAN.P	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
50	EEE	183052	A	MANORANJAN.G	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
51	EEE	183053	A	MEENACHI.R	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
52	EEE	183054	A	MERLIN ANTONITA. X	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
53	EEE	183055	A	MOHAMED AADIL. J	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
54	EEE	183056	A	MOHAMED ASIF. K	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
55	EEE	183057	A	MOHAMMED FAISAL. Z.	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
56	EEE	183058	A	MUTHU KARUPPAN. N.	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
57	EEE	183059	A	MUTHU KUMAR. S	NOT PAID	NO														
58	EEE	183060	A	MUTHULAKSHMI. M	PAID	YES	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	PRE P/A	
59	EEE	183061	B	MUTHULAKSHMI. U	NOT PAID	NO	AB	AB	AB	AB	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	AB	
60	EEE	183062	B	MYTHILIS	NOT PAID	NO														

S.No	BRANCH	Batchno	Sec	Student Name	FEE STATUS	Test Taken	Date											
							25.6.2018	26.6.2018	27.6.2018	28.6.2018	29.6.2018	30.6.2018						
61	EEE	183063	B	NANDA .S.	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
62	EEE	183064	B	NAVEEN KUMAR. K	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
63	EEE	183065	B	NAVEENKUMAR. M	PAID	NO	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
64	EEE	183066	B	NIVEDHA. M	NOT PAID	NO	AB	AB	AB	AB	AB	AB	AB	AB	AB			
65	EEE	183067	B	NIVETHA.R	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
66	EEE	183068	B	PARVATHI.K	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
67	EEE	183069	B	PAVINTHAN. M	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
68	EEE	183070	B	PAVITHRA SHRI.S	NOT PAID	NO												
69	EEE	183071	B	POOLA SRI.B	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
70	EEE	183072	B	POOVARASAN. R	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
71	EEE	183073	B	PRADEEP RAAL. K	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
72	EEE	183074	B	PRASANTH. P	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
73	EEE	183075	B	PRASANTHINI.S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
74	EEE	183076	B	PRATHEEBA. R	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
75	EEE	183077	B	PRINCE THOMSON.J	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
76	EEE	183078	B	PRINCY SMITHA. G	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
77	EEE	183079	B	PRITHIVIRAJAN.E	PAID	NO	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
78	EEE	183080	B	PRIVADHARSHINI. K	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
79	EEE	183081	B	RAGAVI .S.	PAID	NO	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
80	EEE	183082	B	RAGHAVAN. S.S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
81	EEE	183083	B	RAHUL MALLYA	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
82	EEE	183085	B	RAMAIAH.C	NOT PAID	NO												
83	EEE	183086	B	RAMANATHAN.AL	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
84	EEE	183087	B	RAMYAPRABHA. R	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
85	EEE	183088	B	RANJITH KUMAR.A	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
86	EEE	183089	B	REKHA. L	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
87	EEE	183090	B	SAJITHA NILOFER.S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
88	EEE	183091	B	SANGEETHA .N	NOT PAID	NO	AB	AB	AB	AB	AB	AB	AB	AB	AB			
89	EEE	183092	B	SARANYA.U	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
90	EEE	183093	B	SATHISHKUMAR .S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			

S.No	BRANCH	Batchno	Sec	Student Name	FEE STATUS	Test Taken	25.6.2018 - 30.6.2018													
							FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN		
91	EEE	183094	B	SELVARANI. G	NOT PAID	NO														
92	EEE	183095	B	SHAHID HASSAN .T	NOT PAID	NO														
93	EEE	183096	B	SHANTHI .L	PAID	YES	PRE	PRE												
94	EEE	183097	B	SINDHU ROSHNI .R	PAID	YES	PRE	PRE	PRE											
95	EEE	183098	B	SIVA SHANKAR. M.R	NOT PAID	NO														
96	EEE	183099	B	SIVASUBRAMANIAN.S	PAID	YES	PRE	PRE	PRE	PRE										
97	EEE	183100	B	SOORYA.B	PAID	YES	PRE	PRE	PRE	PRE										
98	EEE	183101	B	SRIMATHI. S	PAID	YES	PRE	PRE	PRE	PRE										
99	EEE	183102	B	SRIMATI .G	PAID	YES	PRE	PRE	AB	AB	PRE	PRE	PRE	PRE						
100	EEE	183103	B	SRINIVASAN .SB.	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE					
101	EEE	183104	B	SUBALAKSHMI.K	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE				
102	EEE	183105	B	SURENDRAN. K.R	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE				
103	EEE	183106	B	SURESH KUMAR. M	PAID	NO	PRE	PRE	PRE	AB	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
104	EEE	183107	B	SWAMINATHAN.S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
105	EEE	183108	B	SWARNA GOWRI. M	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
106	EEE	183109	B	SWATHI.A	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
107	EEE	183112	B	SWETHA.S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
108	EEE	183111	B	SWETHA. S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
109	EEE	183110	B	SWETHA GAYATHRI. S	NOT PAID	NO	AB	AB	AB	AB	PRE	PRE	PRE	AB	AB	AB	AB	AB	AB	AB
110	EEE	183113	B	THARANI. R	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
111	EEE	183114	B	THARANYA S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
112	EEE	183115	B	UDHAYANIRANJANA. V	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
113	EEE	183116	B	VIJAYA LAKSHMI. K	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
114	EEE	183117	B	VIJITHRA. N	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
115	EEE	183118	B	VINOOTRAJ .R.T	NOT PAID	NO	AB	AB	AB	AB	PRE	PRE	PRE	AB	AB	AB	AB	AB	AB	AB
116	EEE	183119	B	VISHAL. N	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
117	EEE	183120	B	VISHALI.G	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
118	EEE	183121	B	YAMUNA.G	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			
119	EEE	183123	A	VIJITH. E	NOT PAID	NO														
120	EEE	183131	B	VIJITHKUMAR. A	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE			

S.No	BRANCH	Batchno	Sec	Student Name	FEE STATUS	Test Taken	Date													
							25.6.2018	26.6.2018	27.6.2018	28.6.2018	29.6.2018	30.6.2018								
121	EEE	183125	B	ARAVINTHAN, M	PAID	NO	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN		
122	EEE	183124	B	HARIPRAKASH, R	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
123	EEE	183126	A	ISHWARYA, S	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
124	EEE	183130	B	MAHENDRAN, S	PAID	NO	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
125	EEE	183133	B	MUHAMMED SAFIULLA, H	NOT PAID	NO	AB	AB	AB	AB	PRE	PRE	AB	AB	AB	AB	AB	AB		
126	EEE	183122	A	PRADEEP KUMAR M	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
127	EEE	183129	A	RAGUL, R	PAID	YES	AB	AB	AB	AB	AB	AB	PRE	PRE	PRE	PRE	PRE	PRE		
128	EEE	183128	A	SARAVANAN, R	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
129	EEE	183135	A	SRI PAUL, J	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
130	EEE	183127	A	VIGNESH, V	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		
131	EEE	183134	A	VIJAYAKUMAR, M	PAID	YES	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE	PRE		

## Soft Skills

- Infosys Soft Skills Training Programs

**2018-2019**



**SARANATHAN COLLEGE OF ENGINEERING  
INFY TQ CAMPUS CONNECT SOFT SKILLS TRAINING  
CIRCULAR**

Dear Professors,

Greetings!

As per the instruction from our Principal, INFOSYS Soft Skills Training Programme for the second year students (2017-2021 Batch) of all branches has been scheduled from 18.06.2018 to 22.06.2018. The training will be held at corresponding department classrooms.

*[Handwritten Signature]*  
16/6/2018  
SPoC-INFOSYS-CC

**SARANATHAN COLLEGE OF ENGINEERING**

**CAMPUS CONNECT SOFT SKILLS TRAINING SCHEDULE- 18-06- 2018 TO 22-06-2018**

Date	II EEE A			18.6.18 - 22.6.18
	9.15-10.45 am	11.00 - 12.30 pm	1.30 - 3.00 pm	3.15 -4.45 pm
18/6/2018	Ms. M. Anthuvan Lydia (ECE)	Mr. R. Vigneshwaran (Mech)	Dr.J.Priya (Eng)	Dr. V. Mahalakshmi (MBA)
	Report Writing, ABC of writing, KISS Concept,	Essay Writing	Compound noun, Countable and uncountable nouns, Modal verbs	Writing Skills: Email writing & etiquettes, Precise Writing
19/6/2018	Dr.J.Priya (Eng)	Mr. R. Vigneshwaran (Mech)	Dr. V. Mahalakshmi (MBA)	Ms. M. Anthuvan Lydia (ECE)
	Adverbs, Prepositions, Connectives	Poster Making	Debate	Debate
20/6/2018	Mr. R. Vigneshwaran (Mech)	Dr. V. Mahalakshmi (MBA)	Dr.J.Priya (Eng)	Ms. M. Anthuvan Lydia (ECE)
	Group Discussion	Group Discussion	Articles, Collocations, Phrasal verbs and idioms	Reading – skimming, scanning, intensive & extensive
21/6/2018	Ms. M. Anthuvan Lydia (ECE)	Mr. R. Vigneshwaran (Mech)	Dr.J.Priya (Eng)	Dr. V. Mahalakshmi (MBA)
	Telephonic conversation	Interpreting Information	Sentence patterns, Tenses, Active and passive voice	Speaking skills: Communicative Functions, Negotiation skills
22/6/2018	Dr. V. Mahalakshmi (MBA)	Mr. R. Vigneshwaran (Mech)	Dr.J.Priya (Eng)	Ms. M. Anthuvan Lydia (ECE)
	Individual presentation	Individual presentation	Intonation, Word Stress, Pacing & Sound Clarity, Sentence Stress, Link Expressions	Individual Presentation

  
 16/6/2018  
 SPOC-INFO SYS-CC



**SARANATHAN COLLEGE OF ENGINEERING**  
**CAMPUS CONNECT SOFT SKILLS TRAINING SCHEDULE- 18-06- 2018 TO 22-06-2018**

II EEE B

Date	9.15-10.45 am		11.00 - 12.30 pm		1.30 - 3.00 pm		18.6.18 - 22.6.18	
	9.15-10.45 am		11.00 - 12.30 pm		1.30 - 3.00 pm		3.15 -4.45 pm	
18/6/2018	Ms. N. Karthika (EEE)		Ms. A. Christy Arockia Rani (ICE)		Dr. A. Narayanan (Eng)		Mr. Kattera Sai Krishna (Mech)	
	Report Writing, ABC of writing, KISS Concept,		Essay Writing		Compound noun, Countable and uncountable nouns, Modal verbs		Writing Skills: Email writing & etiquettes, Precise Writing	
19/6/2018	Dr. A. Narayanan (Eng)		Mr. Kattera Sai Krishna (Mech)		Ms. N. Karthika (EEE)		Ms. A. Christy Arockia Rani (ICE)	
	Adverbs, Prepositions, Connectives		Poster Making		Debate		Debate	
20/6/2018	Ms. A. Christy Arockia Rani (ICE)		Ms. N. Karthika (EEE)		Dr. A. Narayanan (Eng)		Mr. Kattera Sai Krishna (Mech)	
	Group Discussion		Group Discussion		Articles, Collocations, Phrasal verbs and idioms		Reading – skimming, scanning, intensive & extensive	
21/6/2018	Mr. Kattera Sai Krishna (Mech)		Ms. A. Christy Arockia Rani (ICE)		Dr. A. Narayanan (Eng)		Ms. N. Karthika (EEE)	
	Telephonic conversation		Interpreting Information		Sentence patterns, Tenses, Active and passive voice		Speaking skills: Communicative Functions, Negotiation skills	
22/6/2018	Ms. N. Karthika (EEE)		Mr. Kattera Sai Krishna (Mech)		Dr. A. Narayanan (Eng)		Ms. A. Christy Arockia Rani (ICE)	
	Individual presentation		Individual presentation		Intonation, Word Stress, Pacing & Sound Clarity, Sentence Stress, Link Expressions		Individual Presentation	

*(Signature)*  
16/6/2018  
SPoC-Infosys-CC

**SARANATHAN COLLEGE OF ENGINEERING, TRICHY**  
**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**  
**BATCH/DEPT / YEAR / SEC : 2017-2021/ EEE / II / A**  
**NAME LIST**

S.No	BatchNo	Regno	Name
1	203001	813817105001	ABARNA. R
2	203002	813817105002	ABDUL JABBAR. M
3	203003	813817105003	ABINASHKUMAR. V
4	203004	813817105004	ABINAYA. L
5	203005	813817105005	ABINESH. R
6	203006	813817105006	AKSHAYA. A
7	203007	813817105007	ANJUKA. G
8	203008	813817105008	ARUL. S
9	203009	813817105009	ASWIN KUMAR. A
10	203010	813817105010	ATCHAYA. B
11	203011	813817105011	BHARATHI FREETHA. K
12	203012	813817105012	CHANDRA KISHORE. M
13	203013	813817105013	CHANDRU. N
14	203014	813817105014	DEENAA ROHIT. A
15	203015	813817105015	DEEPAK KUMAR. A
16	203016	813817105016	DEVA PRIYA. K
17	203017	813817105017	DHARNEESH . K
18	203018	813817105018	DHARUN. M
19	203019	813817105019	DHIVYA BHARATHI. U
20	203020	813817105020	DIVYA PRABHA. T
21	203021	813817105021	EPSHIBA BEAULA. S
22	203022	813817105022	GNANA KIRUBA. A
23	203023	813817105023	GNANA PRABHA. K
24	203024	813817105024	GOGUL. M
25	203025	813817105025	GOKUL. E
26	203026	813817105026	HARIHARAN. V
27	203027	813817105027	HARIHARAN. V
28	203028	813817105028	HARIPRASATH. S
29	203029	813817105030	HARITHA PRIYA. K
30	203030	813817105029	HARITHA. G
31	203031	813817105031	IMRAN. S
32	203032	813817105032	ISHWARYA. S
33	203033	813817105033	JACOB SELWYN. D
34	203034	813817105034	JANANI. M
35	203035	813817105035	JAYA CHANDRAN. S
36	203036	813817105036	JAYSREE. S
37	203037	813817105037	JOSE MERRIL. S
38	203038	813817105038	KALAIARASAN. G
39	203039	813817105039	KARUNAKARAN. G
40	203040	813817105040	KASTURI. K
41	203041	813817105041	KAVUMKAL AKSA NISSI.
42	203042	813817105042	KESAVA RAJ. M
43	203043	813817105043	KRISHNA BADRINATH

S.No	BatchNo	Regno	Name
44	203044	813817105044	LOGHAASHRI. T
45	203045	813817105046	MADHU SHREE. S
46	203046	813817105045	MADHUMITHA. T
47	203047	813817105047	MAHESWARAN. R
48	203048	813817105048	MAKESHWARAN. B
49	203049	813817105049	MALINI. M
50	203050	813817105050	MANOJKUMAR. P
51	203051	813817105051	MOHAMED AASHIQUE. K. S
52	203052	813817105052	MOHAMED IRFAN. N
53	203053	813817105053	MOHAMED JAVED. A
54	203054	813817105054	MOHAMED RAFL. M
55	203055	813817105055	MOHAMED THALIB. I
56	203056	813817105056	MOHAMMED RIFAT. Z
57	203057	813817105057	MURUGAN. E
58	203058	813817105058	NAVEEN KUMAR. S
59	203059	813817105059	NIRESH SHANKAR. P
60	203060	813817105060	NITHIYA. N

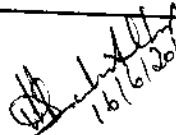
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16/6/2018  
SPoC-INFOSYS-CC

**SARANATHAN COLLEGE OF ENGINEERING, TRICHY**  
**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**  
**BATCH/DEPT / YEAR / SEC : 2017-2021/ EEE / II / B**

**NAME LIST**

S.No	BatchNo	Regno	Name
1	203061	813817105061	NOORUL AMEEN. S
2	203062	813817105062	PASHITH. H
3	203063	813817105063	PAVITHRA. K
4	203064	813817105064	POORANI. J
5	203065	813817105065	PRAHATHISH. B
6	203066	813817105066	PRAVEEN. R
7	203067	813817105067	PRAVEENKUMAR. K
8	203068	813817105068	PRAVIN KUMAR. N
9	203069	813817105069	PRAVINRAJ. T
10	203070	813817105070	PREETHI. V
11	203071	813817105071	PRIYADHARSHINI. Y
12	203072	813817105072	PRIYANKA. E
13	203073	813817105073	RAGHAVENDRAN. S
14	203074	813817105074	RAKESH. K K
15	203075	813817105075	RAVICHANDRAN. P
16	203076	813817105076	REVATHI. V
17	203077	813817105077	ROSHINI. R
18	203078	813817105078	SABARISH. B
19	203079	813817105079	SAKTHI RAJA. V
20	203081	813817105081	SAMUEL RAJ. S
21	203082	813817105082	SANKARI. S
22	203083	813817105083	SANTHIYA. C
23	203084	813817105084	SANTHOSH KANNA. N
24	203085	813817105085	SARAVANAN. S
25	203086	813817105086	SENTHIL KUMAR. A
26	203087	813817105087	SHALINI. S
27	203088	813817105088	SHAMNI. J
28	203089	813817105090	SHATHISH KUMAAR. V K
29	203091	813817105091	SHIVABALAN. N
30	203092	813817105092	SHYAAM PRASATH. V
31	203093	813817105093	SINDHUJA. M
32	203094	813817105094	SIRISHA. S
33	203095	813817105095	SIVARAMAKRISHNAN. T
34	203096	813817105096	SOUNDARAJAN. R
35	203097	813817105097	SRIJAH. R
36	203098	813817105098	SRINIVASAN. S
37	203099	813817105099	SRIRAM. R S
38	203100	813817105100	STEFFY JONES. A
39	203101	813817105101	SUBALAKSHMI. G
40	203102	813817105102	SUBIKSHA. P
41	203103	813817105103	SUDHAKAR. H M
42	203104	813817105104	SUDHILAYA. M
43	203105	813817105105	SURYA PRAKASH. M

S.No	BatchNo	Regno	Name
44	203107	813817105106	SWEATHA SRI. R
45	203108	813817105107	SYED ZAMEERBASHA S
46	203109	813817105108	THAMILVANAA. T S
47	203110	813817105109	THAYANANTH. T
48	203111	813817105110	UDAYA SIMHA. R
49	203112	813817105111	UDHAYAKUMAR. S
50	203113	813817105113	VASANTHA KUMAR. S K
51	203114	813817105114	VENGATESH. S
52	203115	813817105115	VIGNESHWARAN. P
53	203116	813817105116	VIJAY. V
54	203117	813817105117	YAMUNA. S
55	203118	813817105118	YASHWANDHNI. K
56	203119	813817105119	YUVARAJ. B
57	203120	813817105089	SHANMUGARAJ. R T
58	203121	813817105112	VAIKUNTH. B

  
 16/6/2018  
 SPoC-INFOSYS-CC

**Soft Skills Report :**

Soft Skills by Infosys Campus Connect program helps the students to improve their communication skills in the areas of Grammar (Tense and Voice), Speaking Skills – Vowels, Speaking Skills – Consonants, Book Review, Interview, Newspaper Review through the course SS2.1 which comprises Business English, Business Communication Skills, Inter and Intrapersonal and Interpersonal Relationship Skills, Group Discussions, Interviews and Presentations, Campus to company and Entrepreneurship Development Skills.

  
22/6/18  
SPoC-INFOSYS-CU

**2017-2018**

## Language and Communication Skills

- Business English Certificate(BEC ) Training Programs



**2018-2019**



SARANATHAN COLLEGE OF ENGINEERING  
VENKATESHWARA NAGAR  
PANJAPUR  
TRICITY-12



CIRCULAR

Date: 31-07-2018

The Department of English proposes to conduct BEC (Business English Certificate) course for the students of all branches of Engineering of II, III & IV years and the final year students of Management Studies to improve their language competency and enhance their employment prospects. A good number of students are expected to enrol for the course. The examination fee is Rs 3,600 which has to be paid on or before 10<sup>th</sup> of August 2018. To mark the bi decennial celebrations of our institution, the students will be provided training to help them finish the course with flying colours.

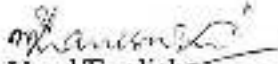
The training is scheduled from 16-08-2018 to 31-08-2018 (both days inclusive)

Time: **Between 5 pm and 6.30 pm.**

Date of the Examination: **08-09-2018**

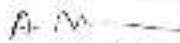
Venue: **Communication Skills Lab & IT Seminar Hall**

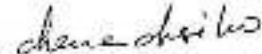
The Management, Principal and Staff wish the BEC aspirants **All the Best**

  
Head/English

  
Principal

BEC Coordinators

1. A. M.   
(Dr. A. Narayanan)

2.   
(C. GANADESIKAN)

IV ECE B - ~~10~~  
3/17/12

I V E C E A ~~10~~  
3/17/12

III E C A B ~~10~~

II E C E A ~~10~~

I E C E B ~~10~~

II E C E 'A' ~~10~~

II - I C E ~~10~~  
3/17/12

III I C E ~~10~~  
3/17/12

IV I C E ~~10~~  
MSU

II E C E A - ~~10~~

II A - ~~10~~

III A - ~~10~~

III A - ~~10~~

IV A - ~~10~~

IV A - ~~10~~

IV

**SARANATHAN COLLEGE OF ENGINEERING**  
**DEPARTMENT OF ENGLISH**  
**BEC TRAINING SCHEDULE**  
**AUGUST 2018-2019**

DATE	DAY	BATCH I	BATCH II
16.08.18	THURSDAY	OVERVIEW OF THE EXAM	
17.08.18	FRIDAY	HOLIDAY	
18.08.18	SATURDAY	WRITING	READING
19.08.18	SUNDAY	HOLIDAY	
20.08.18	MONDAY	SPEAKING	LISTENING
21.08.18	TUESDAY	READING	WRITING
22.08.18	WEDNESDAY	LISTENING	SPEAKING
23.08.18	THURSDAY	BAKRID HOLIDAY	
24.08.18	FRIDAY	WRITING	READING
25.08.18	SATURDAY	SPEAKING	LISTENING
26.08.18	SUNDAY	HOLIDAY	
27.08.18	MONDAY	LA TEST	
28.08.18	TUESDAY	LA TEST	
29.08.18	WEDNESDAY	READING	WRITING
30.08.18	THURSDAY	LISTENING	SPEAKING
31.08.18	FRIDAY	WRITING	READING
01.09.18	SATURDAY	SPEAKING	LISTENING
02.09.18	SUNDAY	HOLIDAY	
03.09.18	MONDAY	READING	WRITING
04.09.18	TUESDAY	LISTENING	SPEAKING

Listening: Dr.M.Bhuvaneshwari  
 Speaking: Dr.A.Narayanan  
 Reading: Ms.M.Premalatha and Ms.S.Sandra  
 Writing: Mr.C.Gnandesikan

*Bhuvaneshwari*  
 Dr. M. BHUVANESHWARI

BATCH: II

SRINIVASA COLLEGE OF ENGINEERING  
DEPARTMENT OF ENGLISH  
ATTENDANCE SHEET

SNO	NAME	BRANCH	YEAR	10/12	18/12	20/12	21/12	22/12	23/12	25/12	26/12	27/12	28/12	1/1	2/1	3/1	4/1	6/1
1	ABHIRAM	CE	II	/	/	ab	/	/	ab	/	/	/	ab	/	/	/	/	/
2	AJITH KANAKA	CE	II	/	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab
3	ANAND	CE	II	/	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab	ab
4	ARUN VITHAL KANNAN	CE	II	/	/	/	ab	/	/	ab	/	/	ab	/	/	/	/	/
5	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
6	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
7	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
8	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
9	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
10	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
11	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
12	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
13	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
14	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
15	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
16	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
17	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
18	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
19	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
20	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
21	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
22	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
23	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
24	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
25	ARUN KANNAN	CE	II	/	/	/	/	ab	ab	/	/	/	ab	/	/	/	/	/
26																		
27																		
28																		

*Aravind*  
PH. M. BHUVANESWAR

*Aravind*  
r. Gunasekaran

SRINIVASA COLLEGE OF ENGINEERING

Reason for student's absence for BEC training

1. Celcom Training

- 1. Subraja. V } IV ECE
- 2. Sowmiya. S }
- 3. Sona. N
- 4. Jane Harshitha III I.T.
- 5. Santhoshini R IV ECE

2. Sports practice

- 1. Bhuvaneshwar. M } I I.T.
- 2. Sathya. B }

3. Remedial class

- 1. Tharshini. R - II I.T.
- 2. Siva Shankar. N - II ECE
- 3. Nireesh Shankar. P } - II E.E.E.
- 4. Mohammed Rifat Z }
- 5. Aska Nissi. K
- 6. Sheik Magdloom. - II C.S.E.

4. Unable to attend since it was evening

- 1. claudis Grace. M } - III ECE
- 2. Zilakha. R }

5. Irregular attendance

- 1. vanthana. N. - III I.T.
- 2. Milanie. S - II I.T.
- 3. Rathish Balaji. B - II CIVIL
- 4. Mohammed minna thulla. } - I M.B.A.
- 5. Karthana. M }

my name

Chennakrishna  
C. CHANDRASEKHARAN

Trichy

04-09-2018

From

Dr.A.Narayanan  
Department of English  
Saranathan College of Engineering  
Trichy

To

The Principal  
Saranathan College of Engineering  
Trichy.

Respected Sir,

Sub: Request for the award of OD to the BEC aspirants, sanction of lab requirements and approval for hospitality to the trainer.

The Business English Certificate course examination on vantage level is scheduled to be conducted on 7<sup>th</sup> & 8<sup>th</sup> of September 2018 on our college premises. 57 students from various branches have enrolled for the examination and been attending training for two weeks conducted by the department of English. I have attached a list of lab specifications required to conduct the examination.

Besides, the ebek (examination conducting agency attached to the Cambridge University) has graciously consented to give the BEC aspirants one-day training on an overview of the examination on 06-09-2018. In this regard, I request that the lab requirements may be approved and sanctioned for the smooth conduct of the examination and the student-examinees may be granted

OD for the training on 6<sup>th</sup> of September as well as the examination on 7<sup>th</sup> & 8<sup>th</sup> of the same month.


Besides, I have a further request to you that the trainer from outside on 6<sup>th</sup> of September may be provided lunch with refreshments for both the morning and evening sessions.

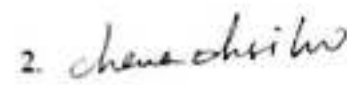
Note: The name list of the students attending the training and examination has been attached with this letter for your notice.

  
HoD English

Sincerely yours

The BEC coordinators

1.   
(A. NARAYANAN)

2.   
(C. GNANADEVAN)

  
A 19/10



BEC RESULTS- SEPTEMBER 2018

S.NO	First Name	Result	Score	Assessment Name
1	SUBRAM,V	Council of Europe Level B1	153	CB BEC V
2	SOWMIYA,S	Pass at Grade C	164	CB BEC V
3	SONA,N	Council of Europe Level B1	153	CB BEC V
4	SREEDIDHYA,N	Pass at Grade C	172	CB BEC V
5	SRUTHI SRIDHAR	Pass at Grade B	173	CB BEC V
6	NISTHULA,S	Pass at Grade C	166	CB BEC V
7	NIVECHA,G	Council of Europe Level B1	151	CB BEC V
8	GAYATHRI,N,B	Council of Europe Level B1	144	CB BEC V
9	RAJARAM,B	Council of Europe Level B1	152	CB BEC V
10	SAMSSON,J	Pass at Grade C	163	CB BEC V
11	SHEIK MAGDHOOM,M	Council of Europe Level B1	150	CB BEC V
12	KRITHIGA,G	Council of Europe Level B1	153	CB BEC V
13	SUGANYA,A	Pass at Grade C	168	CB BEC V
14	SHREE HARINI,V,R	Council of Europe Level B1	148	CB BEC V
15	BHUVANESHWARI,M	Council of Europe Level B1	154	CB BEC V
16	SARANYA,V	Not Reported	130	CB BEC V
17	SWETHA,V	Council of Europe Level B1	152	CB BEC V
18	PRATHEMA RACHIL, A	Council of Europe Level B1	154	CB BEC V
19	VANTHANA,N	Council of Europe Level B1	146	CB BEC V
20	NANDINI DEVI,M	Council of Europe Level B1	143	CB BEC V
21	RAESA TANZILA,S,A	Council of Europe Level B1	152	CB BEC V
22	SATHYA,D	Council of Europe Level B1	159	CB BEC V
23	SUSMITHA,T,B	Pass at Grade C	160	CB BEC V
24	JANE HARSHITHA,E	Pass at Grade C	151	CB BEC V
25	SARASWATHI,B	Council of Europe Level B1	144	CB BEC V
26	LAVANYA,G	Council of Europe Level B1	155	CB BEC V
27	KEERTHANA,S	Pass at Grade C	165	CB BEC V
28	MIRUNALINI,R	Council of Europe Level B1	158	CB BEC V

**BEC RESULTS- SEPTEMBER 2018**

S.No	First Name	Result	Score	Assessment Name
29	RITHI ARAJ	Pass at Grade C	172	CB BEC V
30	THARSHNI R	Council of Europe Level B1	142	CB BEC V
31	RANJITH KUMAR C	Council of Europe Level B1	152	CB BEC V
32	PRAVEEN KUMAR K	Council of Europe Level B1	158	CB BEC V
33	SABARINATHAN G	Not Reported	126	CB BEC V
34	MILANIE J	Council of Europe Level B1	140	CB BEC V
35	SRUTHI P	Pass at Grade C	164	CB BEC V
36	CLAUDIS GRACE M	Pass at Grade C	162	CB BEC V
37	ILLAKIYA R	Not Reported	134	CB BEC V
38	SHAIK AYISHA KAREEMA	Pass at Grade B	174	CB BEC V
39	VARUN BHASKAR R	Pass at Grade B	175	CB BEC V
40	RENITA BLESSY B	Council of Europe Level B1	157	CB BEC V
41	SYVA SHANKAR N	Pass at Grade B	176	CB BEC V
42	NAGA ANJANI JYOTHI	Council of Europe Level B1	157	CB BEC V
43	NIRESH SHANKAR P	Council of Europe Level B1	140	CB BEC V
44	MOHAMMED RIFAT Z	Pass at Grade C	166	CB BEC V
45	ASKA NISSI K	Council of Europe Level B1	149	CB BEC V
46	MADHU SHREE S	Not Reported	130	CB BEC V
47	SANTHOSHINI R	Pass at Grade C	165	CB BEC V
48	SWETHA S	Council of Europe Level B1	151	CB BEC V
49	JITHENDRRIYAN B B	Council of Europe Level B1	152	CB BEC V
50	FAHAD M	Council of Europe Level B1	157	CB BEC V
51	SHRI HARI S	Council of Europe Level B1	149	CB BEC V
52	MAHALAKSHMI S P	Pass at Grade B	176	CB BEC V
53	SHARVIN SHAKESH P	Pass at Grade C	168	CB BEC V
54	RATHISH BALAJI B	Council of Europe Level B1	152	CB BEC V
55	MOHAMMED MINNATHULLAH	Council of Europe Level B1	143	CB BEC V
56	VITHAKI B	Pass at Grade B	173	CB BEC V
57	KEERTHANA M	Not Reported	135	CB BEC V

**TOTAL MARKS: 200**

Pass at Grade A	180 — 190
Pass at Grade B	173 — 179
Pass at Grade C	160 — 172
Level B1	140 — 159

Grade	No. of students
B	6 ✓
C	14 ✓
Level B1	32 ✓
Total	52

*Chema Chiriho*  
C. GNANADESIKAN  
BEC COORDINATOR

Report on the **BEC RESULTS- SEPTEMBER 2018**

Submitted by

Dr.A.Narayanan & Mr.C.Gnanadesikan

Department of English

Saranathan College of Engineering

Trichy-12

Submitted to

The Principal

Saranathan College of Engineering

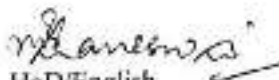
Trichy-12

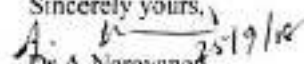
Date: 25-09-2018

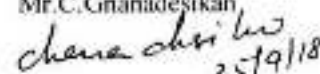
Sir,

This is to your kind notice that the BEC examination on Vantage level was conducted on 7<sup>th</sup> & 8<sup>th</sup> September 2018 for the students of various branches in our college premises. Results were published last evening. The total number of students appeared for the examination is 57. 52 students have cleared the examination at various levels. Though the result is moderately good, our destination is a little far away. We assure you that our students' performance and the results of the BEC examination in future will be on the rise. The result copy has been attached with this report.

Thank you very much for your support, Sir.

  
HoD/English

Sincerely yours,  
  
Dr.A.Narayanan

Mr.C.Gnanadesikan  
  
25/9/18



# **SARANATHAN COLLEGE OF ENGINEERING**

**NH 45 B, Venkateswara Nagar, Panjappur,**

**Tiruchirappalli, Tamil Nadu 620012**

## **DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

**PLACEMENTS  
(2017-21 BATCH)**

**SARANATHAN COLLEGE OF ENGINEERING  
PLACEMENT DETAILS - 2017-21 BATCH**

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	ABARNA. R rksabarananth@gmail.com	EEE	Expleo solutions Ltd. <a href="https://expleogroup.com/expleo-solutions/">https://expleogroup.com/expleo-solutions/</a>	350354
2	ABINASHKUMAR. V abinashkumarab17@gmail.com	EEE	Vaken Technologies <a href="https://www.vaken.io/">https://www.vaken.io/</a>	400000
3	ABINESH. R abineshr2000@gmail.com	EEE	KG information Systems <a href="https://www.kgisl.com/">https://www.kgisl.com/</a>	240000
4	ASWIN KUMAR. A aswin.adaikkalamkathan@gmail.com	EEE	TCS <a href="http://www.tcs.com">www.tcs.com</a>	336877
5	BHARATHI FREETHA. K bharathifreetha3@gmail.com	EEE	TCS <a href="http://www.tcs.com">www.tcs.com</a>	336877
6	CHANDRU. N chandrunat06@gmail.com	EEE	TCS <a href="http://www.tcs.com">www.tcs.com</a>	336877
7	DEEPAK KUMAR. A deepakasokan99@gmail.com	EEE	INFOSYS <a href="http://www.infosys.com">www.infosys.com</a>	360000
8	DEVA PRIYA. K devapriyaengg@gmail.com	EEE	INFOSYS <a href="http://www.infosys.com">www.infosys.com</a>	360000
9	DHARUN. M dharunsri.22@gmail.com	EEE	AstraZeneca India Private Limited <a href="http://astrazeneca.com">astrazeneca.com</a>	340000
10	GOGUL. M gogulmathivanan21@gmail.com	EEE	iLink Systems <a href="https://www.ilink-digital.com/">https://www.ilink-digital.com/</a>	375000
11	HARIPRASATH. S sivaharis44@gmail.com	EEE	TCS <a href="http://www.tcs.com">www.tcs.com</a>	336877
12	IMRAN. S imran041999@gmail.com	EEE	TATA Elxsi <a href="http://www.tataelxsi.com">www.tataelxsi.com</a>	350011
13	ISHWARYA. S siswarya31@gmail.com	EEE	Six phrase <a href="http://www.sixphrase.com">www.sixphrase.com</a>	258000
14	JACOB SELWYN. D jacobselwynraj@gmail.com	EEE	TCS <a href="http://www.tcs.com">www.tcs.com</a>	336877

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
15	JANANI. M jananijanu177@gmail.com	EEE	Expleo solutions Ltd. <a href="https://expleogroup.com/expleo-solutions/">https://expleogroup.com/expleo-solutions/</a>	120000
16	JAYSREE. S jaysmi80@gmail.com	EEE	DXC Technology Pvt Ltd <a href="https://dxc.com/">https://dxc.com/</a>	360000
17	JOSE MERRIL. S josemerril478@gmail.com	EEE	TCS <a href="http://www.tcs.com">www.tcs.com</a>	336877
18	KARUNAKARAN. G gkaruna2511@gmail.com	EEE	TCS <a href="http://www.tcs.com">www.tcs.com</a>	336877
19	KASTURI. K saidharani010@gmail.com	EEE	TCS <a href="http://www.tcs.com">www.tcs.com</a>	336877
20	LOGHAASHRI. T loghaashri2000@gmail.com	EEE	TCS <a href="http://www.tcs.com">www.tcs.com</a>	336877
21	MADHUMITHA T tsmadhu2000@gmail.com	EEE	TCS <a href="http://www.tcs.com">www.tcs.com</a>	336877
22	MAHESWARAN. R rmaheswaran2017@gmail.com	EEE	Toppr Technologies <a href="https://www.toppr.com/">https://www.toppr.com/</a>	192000
23	MOHAMED IRFAN. N nirfantry@gmail.com	EEE	MindTree <a href="http://www.mindtree.com">www.mindtree.com</a>	400008
24	MURUGAN. E murugun16498@gmail.com	EEE	iLink Systems <a href="https://www.ilink-digital.com/">https://www.ilink-digital.com/</a>	375000
25	NAVEEN KUMAR. S naveenkumarpspsekar2000@gmail.com	EEE	TCS <a href="http://www.tcs.com">www.tcs.com</a>	336877
26	PAVITHRA. K pavi89999@gmail.com	EEE	Expleo solutions Ltd. <a href="https://expleogroup.com/expleo-solutions/">https://expleogroup.com/expleo-solutions/</a>	120000
27	PRAHATHISH. B adamprahathish14@gmail.com	EEE	CTS <a href="http://www.cognizant.com">www.cognizant.com</a>	401988
28	PRAVEEN. R 514praveen@gmail.com	EEE	INFOSYS <a href="http://www.infosys.com">www.infosys.com</a>	360000
29	PRAVEENKUMAR. K praveenkumar199924@gmail.com	EEE	WIPRO <a href="http://www.wipro.com">www.wipro.com</a>	350004
30	PRAVIN KUMAR. N pravinkumar120100@gmail.com	EEE	CTS <a href="http://www.cognizant.com">www.cognizant.com</a>	144000

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
31	PRAVINRAJ. T pravinprince1122@gmail.com	EEE	SRM Technologies <a href="https://www.srmtech.com/">https://www.srmtech.com/</a>	275000
32	RAGHAVENDRAN. S raghuiyer13@gmail.com	EEE	CTS www.cognizant.com	401988
33	RAKESH. K K kkrakesh210@gmail.com	EEE	CTS www.cognizant.com	401988
34	RAVICHANDRAN. P ravij7346@gmail.com	EEE	CTS www.cognizant.com	401988
35	ROSHINI. R roshiniravi1122@gmail.com	EEE	CTS www.cognizant.com	401988
36	SAKTHI RAJA. V sakthiraja095@gmail.com	EEE	Expleo solutions Ltd. <a href="https://expleogroup.com/expleo-solutions/">https://expleogroup.com/expleo-solutions/</a>	120000
37	SAMUEL RAJ. S samuelraj.s1303@gmail.com	EEE	CTS www.cognizant.com	401988
38	SANKARI. S sankari1221999@gmail.com	EEE	TCS www.tcs.com	336877
39	SHALINI. S saisrishalini19@gmail.com	EEE	WIPRO www.wipro.com	350004
40	SHYAAM PRASATH. V shyaamvenkat2000@gmail.com	EEE	TCS www.tcs.com	336877
41	SIRISHA. S sirishasri1999@gmail.com	EEE	HCL TECHNOLOGIES www.hcltech.com	350005
42	SRIJAH. R srijahravichandran@gmail.com	EEE	CTS www.cognizant.com	401988
43	SRIRAM. R. S 9944376947	EEE	CAPGEMINI www.capgemini.com	380006
44	SUBALAKSHMI. G subalakshmiguna@gmail.com	EEE	CTS www.cognizant.com	144000
45	SUDHAKAR. H M harimohansudha@gmail.com	EEE	CTS www.cognizant.com	401988
46	SUDHILAYA. M sudhimathesh307@gmail.com	EEE	Expleo solutions Ltd. <a href="https://expleogroup.com/expleo-solutions/">https://expleogroup.com/expleo-solutions/</a>	120000



S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
47	SYED ZAMEERBASHA S zameersyed860@gmail.com	EEE	TCS www.tcs.com	336877
48	VAIKUNTH. B vaikunthbarath001@gmail.com	EEE	CTS www.cognizant.com	401988
49	YASHWANDHNI. K yashwagv@gmail.com	EEE	Expleo solutions Ltd. <a href="https://expleogroup.com/expleo-solutions/">https://expleogroup.com/expleo-solutions/</a>	350354
50	YUVARAJ. B yuvaraj152017@gmail.com	EEE	TCS www.tcs.com	336877
51	KEERTHIGA. P keerthiga133@gmail.com	EEE	Expleo solutions Ltd. <a href="https://expleogroup.com/expleo-solutions/">https://expleogroup.com/expleo-solutions/</a>	120000

**Offer Letter**

**Abarna Rajendran**

No.17, J.K. Nagar Extension,  
Khajamalai,  
Trichy-620023

**Dear Abarna,**

**Welcome to Expleo Family.**

We are pleased to offer you an appointment with Expleo as **Associate Technical Engineer** under grade **GG1 Level 1** on terms and conditions stated below:

**1 Appointment:**

- 1.1 Your date of appointment is effective from the date of joining, which shall be at the earliest but not later than **07th October 2021**.
- 1.2 This offer stands cancelled in case you fail to join by the said date.
- 1.3 You will be on Probation for a period of 6 Months from the date of your joining. During the period of Probation, if in the opinion of the company your performance is not found up to the mark your probation may be extended / your services may be terminated without any notice. Upon successful completion of the said period of Probation, if in the opinion of the company you are found suitable in the appointed post you may be confirmed.
- 1.4 Your services are liable to be transferred as the Company may from time to time deploy to any other locations, departments, functions, sites, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such case you will be governed by the terms and conditions of service as may be applicable to such place establishment, location, department, function, site, or branch etc.

**2 Remunerations:**

- 2.1 Your effective salary will be **INR 350354** per annum as detailed herein below.
- 2.2 Your salary is personal and confidential information. You should discuss it only with the CEO/MD/HR/Head of Operations.
- 2.3 You will be entitled for other compensation and benefits in accordance with the policies of the company as may be laid down from time to time.
- 2.4 Your salary will be reviewed periodically based on your performance and as per Expleo India Career Review Program.

**3 Working Hours:**

- 3.1 Being a result-oriented company, we believe in flexible timings. You can adjust your timings to suit the project needs you are assigned to, with appropriate approval from your reporting authority while ensuring you complete the average hours per day/week/month. The official timings are between 09:15 hrs and 18:15 hrs.
- 3.2 You may be required to work in shifts and / or in extended working hours, as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements exigencies from time to time, without any extra remuneration / compensation.



**Letter of Intent to Hire**

Oct 08, 2021, Friday

Name: ABINASHKUMAR VAITHIYANATHAN

Dear ABINASHKUMAR VAITHIYANATHAN,

This letter is evident that you successfully completed our selection process for this '**Trainee Intern**' role.

The offer letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria, Employment is subject to you being medically fit, and subject to satisfactory reference, background verifications.

Upon joining you will be on intern period for **three months** (effective from 18<sup>th</sup> Oct'2021) during this period you will undergo various classroom and On-job-training. Your monthly stipend for the intern period will be Rs.10, 000/- (Rupees Ten thousand only). Intern confirmation will be on the fourth month and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of intern, your designation will be '**Trainee Engineer**' salary from fourth month onwards will fall under Rs.4,00,000(Rupees Four Lakhs Only), Annual CTC details are enclosed in the annexure.

You will be required to sign a proprietary information and NDA agreement on joining, your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Vaken Technologies and look forward to a long and mutually rewarding association with you.

**Best Regards,**

**For Vaken Technologies Pvt. Ltd.**

**Employee Signature**

---

**Jayaseelan.**  
**(Director)**

---

**Name:**  
**Date:**

VAKEN TECHNOLOGIES PRIVATE LIMITED  
CORPORATE IDENTITY NUMBER : U72900TN2020PTC136060  
No: 50, Krishna Estate, "Dwaraka", ECR Road, No.35, Kanathur Reddy Kuppam Village, Chengleput, Kancheepuram TN 603112, Tamil Nadu, INDIA.

**Annexure Pay Breakdown**

**SALARY STRUCTURE**

**Employee Name:** ABINASHKUMAR VAITHIYANATHAN

**College Name:** Saranathan College of Engineering

COMPONENTS	AMOUNT
(INR PER ANNUM)	
<b>PAYMENTS</b>	
Basic Pay	1,20,000
HRA	36,000
Dearness Allowance	1,78,070
Special Allowance	0
<b>Total (A)</b>	<b>3,34,070</b>
<b>DEDUCTIONS</b>	
EPF	21,600
Additional EPF	0
NPS	0
Gratuity	14,330
Group Insurance	30,000
<b>Total (B)</b>	<b>65,930</b>
<b>Total CTC Per Annum (A+B)</b>	<b>4,00,000</b>

VAKEN TECHNOLOGIES PRIVATE LIMITED  
 CORPORATE IDENTITY NUMBER : U72900TN2020PTC136060  
 No: 50, Krishna Estate, "Dwaraka", ECR Road, No.35, Kanathur Reddy Kuppam  
 Village, Chengleput, Kancheepuram TN 603112, Tamil Nadu, INDIA.

**Terms and Conditions:**

- To help you to develop your performance, informal reviews will take place every year, with a formal annual appraisal that will take place each year.
- Hours of work are 45 hours per week. Hours of work may vary, but standard hours are from 9.00 a.m to 6.00 p.m. It may be necessary on occasions to work outside these hours.
- The notice period from the company's side is a week during the tenure of Internship. This shall be revised while offering you a permanent position after the tenure of internship. In case of termination of employment from your side, the notice period will remain to be 60 days.
- You comply to NDA with the company; you will not disclose any information of the company's operation.
- TDS can be claimed when you pay your taxes.
- You are entitled to take one casual leave per month without loss of pay.

**I accept the above terms and Conditions,**

---

**Name: ABINASHKUMAR**

**Date:**

PRIVATE & CONFIDENTIAL

30-09-2021

**Mr. Abinesh R,**  
23/A, Second Main road,  
Lakshmipuram Extn-2,  
West Tambaram,  
Chennai- 600045

Dear Mr. Abinesh R,

### **CONTRACT OF EMPLOYMENT (“AGREEMENT”)**

On behalf of **KG Information Systems Private Limited.**, (hereinafter called “the Company” or “KGI SL”), we are pleased to appoint you as “**Trainee**”, on Permanent, Full-Time basis, subject to the following conditions:

#### **1. Your Position**

We look forward to working with you as “Trainee”.

Your annual CTC is INR 2,40,000/- (Rupees Two Lakh Forty Thousand Only) per annum. Salary break-up is as set out in the Annexure. Your monthly salary will be credited 1<sup>st</sup> of each month.

#### **2. Date of Appointment**

2.1. The effective date of your appointment shall commence on 4<sup>th</sup> October 2021.

2.2. Your probation period shall be One (1) Year. The company shall review your performance after the probation period and subject to satisfaction of your performance during the said period; confirm your employment or extend the probation period thereafter.

2.3 Your remuneration package and the scope of your duties under this Agreement shall be subject to review on a yearly basis.

#### **3. Tax**

All taxes regarding your remuneration package detailed in this offer will be borne by you.

#### **Head Office:**

GSS-Towers

KGI SL Campus, No 365, Thudiyalur Road,  
Saravanampatti, Coimbatore, India-641035.

☎ +91 422 4419999 ☎ +91 422 2668325

e-mail: [gssindia@kgisl.com](mailto:gssindia@kgisl.com), website: [www.kgisl.com](http://www.kgisl.com)

#### **Regional Office:**

1st Floor, Emgeen Chambers,  
CST Road, Kolivery Village, Kalina,  
Santacruz East, Mumbai – 400098.

☎ +91 22 4974 2482/83

#### **4. Leave**

Leave Policy shall be governed by the rules and regulation of the Company.

#### **5. Working Hours**

Your normal working hours as directed shall be as follows:

Mondays to Fridays - 9.00 am to 6.00 pm

However, where the exigencies of the services so require, you shall be required to work beyond your normal working hours from time to time without overtime compensation. The Company may grant you time-off in lieu at its sole discretion.

#### **6. Benefits**

You will enjoy the following benefits:

##### **6.1 Insurance**

You shall be covered under the Company's corporate insurance policy for your time of employment in KG Information Systems Private Limited.

##### **6.2 Bonus**

You shall be entitled to a bonus of INR 60,000 (Rupees Sixty Thousand Only), after successful completion of probation period.

#### **7. Confidential Information & Exclusivity**

7.1 As a service organization, our clients trust us with important and often strictly confidential information. As a result of your employment with us and/ or of working on any client's project or on any task, you may obtain, derive or create information belonging to the Company or to the clients of the Company which are not obtainable or circulated in the public domain, whether or not such information may amount to trade secrets (collectively, "Confidential Information").

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- 7.2 Such Confidential Information may include, without limitation, financial data, business plans, marketing plans, product development, clients' lists and employees' lists, reports, studies, trade secrets, transactions, pricing, notes, programs or Work Product (defined below), whether in paper, electronic or any other form.
- 7.3 For the avoidance of doubt, you acknowledge that all Confidential Information is the property of the Company and all Confidential Information and copies thereof shall be returned to the Company upon request and, in any event, upon the termination of your employment.
- 7.4 We expect all employees to keep such Confidential Information carefully guarded from any form of improper use and/ or disclosure. You shall at all times both during the continuance of this Agreement as well as after termination:
- a. Keep all Confidential Information confidential. You shall not whether directly or indirectly, provide, circulate and/ or transmit, or cause to be provided, circulated and/ or transmitted, any copies of or any portion of Confidential Information to any person or entity other than the officers or employees of the Company who reasonably need to have access to the Confidential Information for the purposes of their duties under their employment with the Company.
  - b. Not to see any portion of Confidential Information for any purpose other than the performance of your duties and obligations under this Agreement.
- 7.5 In the event that you disclose Confidential Information pursuant to Clauses 7.4(a) and (b), you shall procure that the recipient of the Confidential Information is bound by confidentiality obligations that are at least as strict as those set out in this Agreement, and does not use the same except for the purposes for which the disclosure is made.
- 7.6 Your obligations in this Clause 7 shall remain in effect and shall survive the expiry or termination of this Agreement, except to the extent that:
- a. Such Confidential Information becomes generally available to the public other than as a result of unauthorised disclosure by you or persons to whom you have made the information available in breach of Clause 7. For the avoidance of doubt, Confidential Information shall not be deemed to be generally available to the public merely because any part of the Confidential Information is embodied in general disclosures or because individual features, components, or combinations thereof are now or have subsequently become known to the public;
  - b. Such Confidential Information has been released by the Company or such other relevant disclosing party to another person or entity without restriction; or

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- c. Such Confidential Information is required to be released by law, pursuant to an order of a court, provided you notify the Company in writing as soon as reasonably possible.

## 8. Intellectual Property Rights

In this Agreement, “Intellectual Property Rights” includes without limitation any patent, copyright, design right, trade mark, service mark, trade dress, trade name, goodwill, geographical indication, integrated circuit layout-design right, know-how, Confidential Information, trade secret, any application (whether pending, in process or issued) for any of the foregoing, any other industrial, intellectual property or protected right similar to the foregoing (whether registered, registrable or unregistered) in any country worldwide and in any form, media or technology now known as later to be developed.

- 8.1 You acknowledge and agree that during your employment with the Company, all processes, studies, flow charts, diagrams, devices, programs, reports and other data, writings, tape recordings, computer programs or any other works or materials, whether in paper, electronic or any other form, that are created, generated or developed by you (whether alone or with any other person, and whether or not they are created, generated or developed by you during or outside of office hours, and within the Company’s premises or otherwise) or which has been furnished by the Company to you or which you have obtained as a result of your employment with the Company (hereinafter referred to collectively as the “Work Product”), shall remain the property of the Company.
- 8.2 All Intellectual Property Rights subsisting in or in relation to any Work Product created by you (whether alone or with any other person and whether or not it is created, generated or developed by you during or outside of office hours, and within the Company’s premises or otherwise) during your employment with the Company shall belong to the Company exclusively upon creation, and you shall promptly record and disclose such Work Product to the Company, and at the request and expense of the Company do all things necessary or desirable to assign the rights to the Company in relation to such Work Product.
- 8.3 You shall not at any time do or cause to be done any act of thing that in any way impairs or which may tend to impair the Company’s ownership, title and/or interest in the Intellectual Property Rights or Work Product. Upon termination of your employment in any manner

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provided herein, you shall cease to and desist from all use of the Intellectual Property Rights or Work Product.

8.4 You shall not do anything during the course of your employment that would in any way breach, violate or infringe any applicable laws, regulations, rules, directives, circulars, notices or directions relating to any/or governing the Intellectual Property Rights of any third parties. Without limitation to the foregoing, you shall not download any material that infringes any Intellectual Property Rights or use any unauthorized or infringing copies of software in the course of performing your duties.

## 9. Duties

As an employee of the Company, you shall in your best capability and in a professional manner:

9.1 Undertake any duties in relation to the Company as shall from time to time be assigned to you;

9.2 Faithfully and diligently perform such duties and accept such responsibilities assigned to you by the Company and endeavour to the best of your ability to promote and advance the best interests of the Company;

9.3 Obey and comply with all internal control systems, procedures, orders, directions, rules, regulations, limits of authority, practices and policies of the Company, whether expressed or implied, from the time being enforced;

9.4 Keep strictly confidential your individual terms and conditions of employment between you and the Company; and

9.5 Comply with the applicable laws, rules and regulations in all territories where the Company or its associates carry on its business or where you perform duties assigned to you by the Company.

## 10. Non-competition

You shall not at any time during the continuance of or within Thirty Six (36) months from the date of the termination of your employment or the expiry of this Agreement, directly or indirectly, entice or divert away any of the existing or potential clients or business contracts or employees of the Company; or to enter in the employment of or provide technical, commercial or

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professional advice as an independent contractor to any business concern which is wholly or partially in competition with the business carried on by the Company and its subsidiaries in other geographies.

## 11. Conflict of Interest

During the continuance of your employment under this Agreement, you shall declare all possible conflicts of interest and you shall not act in conflict of interest of the Company, including being directly or indirectly engaged, concerned or interested in any other business or employment which is wholly or partly similar to or any way connected or in competition with the business carried on by the Company and its associates.

## 12. Termination/Notice of Termination/Return of Company Property

12.1 During the term of this agreement, you may terminate this employment agreement by paying the liquidated damages as set out in clause 15 to KGiSL, along with Ninety (90) days' written notice in advance.

12.2 During the probationary period, KGiSL may terminate your employment agreement by giving fifteen (15) days written notice, for your unsatisfactory work performance, for which you are liable to pay KGiSL the liquidated damages as set out in clause 15.

12.3 Upon the termination of this Agreement, you shall remove your possessions from the Company's premises and immediately deliver to the Company all means of access to the Company's premises and all Company property including but not limited to Confidential Information and Work Product and copies thereof that are within your possession, custody or control.

## 13. Dismissal for Misconduct

Notwithstanding Clause 11 above, any misbehaviour or misconduct on your part, in particular, breaches of Clauses 7 to 10 and any dishonesty, insubordination, moral turpitude or breach of Company's practices or policies shall be sufficient grounds for your dismissal without notice.

## 14. General Terms and Conditions

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14.1 All other terms and conditions of employment may be modified from time to time at the Company's sole discretion.

14.2 If parts of the contract are held to be illegal or otherwise unenforceable, the remainder of this Agreement shall still apply.

## 15. Liquidated Damages

The lock-in period of this Employment Contract is Two (2) years. Upon acceptance of this offer and terms of appointment therein, either signing in person or having conveyed your acceptance by an email; if you do not report on the scheduled date, time and venue as reported earlier, or if you leave the Company within One (1) Year from the date of appointment, you will be breaching the terms of employment with the company, in which case you agree to pay KGI SL an amount of INR 1,00,000/- (Rupees One Lakh Only) as Liquidated damages. If you leave the Company after a completion of One (1) year within Two (2) years from the date of appointment, you will be breaching the terms of employment with the company, in which case you agree to pay KGI SL an amount of INR 1,50,000/- (Rupees One Lakh Fifty Thousand Only) as Liquidated damages which is agreed and understood to be a fair pre-estimate of the damages suffered by KGI SL on account of such action.

## 16. Applicable Law and Jurisdiction

This Agreement shall be governed by Indian law and is subject to the non-exclusive jurisdiction of the Coimbatore courts.

If you have understood and are agreeable to the aforesaid terms of conditions of employment, kindly sign on the duplicate of this letter and return the same to the Management.

Yours sincerely,

**For KG Information Systems Private Limited**

**Director**

---

ACCEPTANCE

**Head Office:**

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KG Information Systems Private Limited

9193 4565 8348

I, Abinesh R holder of Aadhar/Passport No. \_\_\_\_\_, confirm that I have read and understood the above terms and conditions and that I accept the offer of employment with **KG Information Systems Private Limited**

Signature: R. Abinesh

Date: 01 October 2021

**Head Office:**

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Saravanampatti, Coimbatore, India-641035.

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**Sample Salary Annexure B  
Compensation & Benefits**

Dept: GSS

Designation: Trainee

KGI SL - GSS			
Annual CTC		240000.00	
	Salary Components	Monthly (Rs.)	Annual (Rs.)
<b>A</b>	<b><u>Fixed Components</u></b>		
1	Basic	7070	84840
2	Conveyance/TA	710	8520
<b>B</b>	<b><u>Flexible Components</u></b>		
1	HRA	5300	63600
2	EDU Allowance	200	2400
3	SPL Allowance	1739	20868
4	Ad Bonus	2650	31800
	<b>Gross Salary</b>	<b>17669</b>	<b>212028</b>
	<b>Annual Performance Pay*</b>	<b>0</b>	<b>0</b>
	<b>Deductions</b>		
1	ESI	133	1596
1	PF	1485	17820
	<b>Take Home</b>	<b>16051</b>	<b>192612</b>
<b>C</b>	<b><u>Retirals</u></b>		
1	Insurance	383	4596
2	Gratuity	340	4080
3	PF	1608	19296
	<b>CTC</b>	<b>20000</b>	<b>240000</b>

For KG Information Systems Private Ltd

**Authorized Signatory**  
**Dhanuskodi Renugopal**  
**General Manager - HR**

**Note:**

1. Rate of Professions Tax will vary based on Salary Scale, current rates are for Organisations located within Panchyat Limit
2. Rate of TDS is subject to Declaration and submission of related information and documents by employee
3. Gratuity @ 15 days Basic salary for every completed year of service, on completion of 5 years of service.
4. ESI will be deducted from the total earnings.

**\*Performance pay will be paid for the financial year based on the performance of the organization and the individual.**

**\*\*Group Medical Family Floater Insurance by default is applicable for a sum insured of 5 Lakhs for Employee+Spouse+2 kids.**

The employee may choose to add additional family members and increased sum insured as per their choice post joining.

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20229578465/Lucknow**  
**Date: 20/01/2022**

Mr. Aswin Kumar A  
1/86,  
Mettu Theru, Virachillai,  
Pudukottai-622412,  
Tamilnadu.  
Tel# -

Dear Aswin Kumar A,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Xperience (detailed under Terms & 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.

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**TCSL/DT20229578465**

1



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

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

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





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 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



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

## **2. Higher Hospitalisation**

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

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

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

## **Maternity Leave**

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

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

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

## **Loans**

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

## **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve

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**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior



written permission of TCSL.

## 9. Confidentiality Agreement

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

## 10. Service Agreement

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

## 11. Work in SBWS mode

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

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

## 12. Overseas International Assignment Agreement

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



serve TCSL as per the Notice Period clause mentioned below.

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

### **13. Terms and Conditions**

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

### **14. TATA Code of Conduct**

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

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### **16. Retirement**

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

### **17. Pre-employment Medical Certificate**

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



## 18. Employment of Non Indian Citizens

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

## 19. Background Check

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

## 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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





## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

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

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

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

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

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

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



### **Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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

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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Aswin Kumar A</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No.42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 7, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

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

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

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

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



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

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

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

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

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

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

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

## **9. No License**

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





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Ref: TCSL/DT20207047079/1443212/Chennai**

**Date: 05 May 2021**

MS. BHARATHI FREETHA KALAISELVAN

Rsl Complex 5/562c,  
Musiri Pirivu Road, Trichy,  
Tamilnadu-621010.  
Tel# 919597562880

**Sub: Joining Letter**

Dear Ms. Bharathi Freetha Kalaiselvan,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **20th May 2021** , your joining location is **Chennai** , work location is **Chennai** and your stream is **CBO** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



## **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCS. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**



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



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207301519/Bangalore**  
**Date: 17/08/2021**

Mr. Chandru N  
1/50North Street,  
Kottathur,  
Tiruchirappalli-621004,  
Tamilnadu.  
Tel# -

Dear Chandru N,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**  
**TCSL/DT20207301519**

1

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

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

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 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





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

## **2. Higher Hospitalisation**

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

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

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

## **Maternity Leave**

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

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

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

## **Loans**

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

## **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior



written permission of TCSL.

## 9. Confidentiality Agreement

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

## 10. Service Agreement

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

## 11. Overseas International Assignment Agreement

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

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

## 12. Terms and Conditions

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

## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

#### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

#### **15. Retirement**

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

#### **16. Pre-employment Medical Certificate**

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

#### **17. Employment of Non Indian Citizens**

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

#### **18. Background Check**

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



## 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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



- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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



## **24. Data Privacy Clause:**

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

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

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

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

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

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





### **Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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

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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Chandru N</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 7, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

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

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

#### **8. No License**

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



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Infosys**<sup>®</sup>

Navigate your next

September 24, 2021

HRD/3T/1002475427/21-22

Mr. Deepak Kumar A  
Plot No.14,Jeevan Nagar, Konar Chatram, Malliyampathu Road, Trichy  
Plot No.14,Jeevan Nagar, Konar Chatram, Malliyampathu Road, Trichy  
Tiruchirappalli-620102  
India

Ph: +91-9894770929

Dear Deepak Kumar,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Certification Agency by Richard Lobo  
richard\_lobo@infosys.com | Infosys Limited  
Digitally signed by Richard Lobo  
Date: 2021.09.24 21:49:01 IST  
Reason: Digitally signed  
Location: Bangalore

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

September 24, 2021

HRD/1002475427/21-22

Mr. Deepak Kumar A  
Plot No.14,Jeevan Nagar, Konar Chatram, Malliyampathu Road, Trichy  
Plot No.14,Jeevan Nagar, Konar Chatram, Malliyampathu Road, Trichy  
Tiruchirappalli-620102  
India

Ph: +91-9894770929

Dear Deepak Kumar,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **30-Sep-2021**.

**Location**

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

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

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

**Training**

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

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

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

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

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

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

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

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

### **Background Checks**

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

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

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

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

### **Other Terms and Conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Sign your name

\_\_\_\_\_

Print your full Name Location

Certification signing by Richard Lobo  
 richard\_lobo@infosys.com Infosys Limited

Digitally signed by Richard Lobo  
 Date: 2021.04.21 18:01 IST  
 Reason: Digitally Signed  
 Location: Bangalore

**INFOSYS LIMITED**  
 CIN: L85110KA1981PLC013115  
 44, Infosys Avenue  
 Electronics City, Hosur Road  
 Bangalore 560 100, India  
 T 91 80 2852 0261  
 F 91 80 2852 0362  
 askus@infosys.com  
 www.infosys.com

**ANNEXURE - I**  
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Deepak Kumar A			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



**ANNEXURE - II**  
(Compensation post Unit allocation)

**COMPENSATION DETAILS**  
(All figures in INR per month)

<b>NAME</b>		<b>Mr. Deepak Kumar A</b>		
<b>ROLE</b>		<b>Systems Engineer</b>		
<b>ROLE DESIGNATION</b>		<b>Systems Engineer Trainee</b>		
<b>1. MONTHLY COMPONENTS</b>				
<b>BASIC SALARY</b>		15,000		
<b>BASKET OF ALLOWANCES</b>		4,478		
<b>BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)</b>		2,850		
<b>MONTHLY GROSS SALARY</b>		<b>22,328</b>		
<b>2. ANNUAL COMPONENT</b>				
<b>BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)</b>		150		
<b>3. RETIRAL BENEFITS</b>				
<b>PROVIDENT FUND - 12% of Basic Salary</b>		1,800		
<b>GRATUITY - 4.81% of Basic Salary*</b>		722		
<b>FIXED GROSS SALARY (1+2+3)</b>		<b>25,000</b>		
<b>4. INCENTIVE COMPONENTS</b>				
		<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>		<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>		<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>		<b>30,000</b>		
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



July 26, 2021

HRD/3T/21-22/1001724905

Ms. Deva Priya K  
Candidate ID: 1001724905  
88, Convent Street  
Crawford  
Tiruchirappalli - 620012  
Tamil Nadu  
India  
Ph: (91) 75026 40322

Dear Deva Priya,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **October 4, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at [offer\\_update@infosys.com](mailto:offer_update@infosys.com).

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

AstraZeneca India Private Limited,  
Block A, Neville Tower, 11th Floor, Ramanujan  
IT SEZ, Taramani, Chennai - 600113,  
Tamil Nadu, India.  
Telephone: +9144 40461800  
astrazeneca.com

02 September 2021

Dear DHARUN,

**Letter of Intent**

Congratulations! It is with great pleasure that we welcome you to join AstraZeneca India Pvt. Ltd., ("AZIPL") as "Junior Engineer" on "20 September 2021" at our Global Technology Centre at Chennai.

The terms and conditions of your appointment are as per Annexure – I. The details on the salary are given in Annexure – II.

If you have any queries or require any further information, please do not hesitate to contact the Human Resources Department. The appointment letter will be given to you on the day of joining.

May we take this opportunity of wishing you a successful association with AstraZeneca India.

Yours sincerely,

**Talent Acquisition Lead**  
for **AstraZeneca India Private Limited**

Date signed:

## ANNEXURE I

### TERMS AND CONDITIONS OF THE EMPLOYMENT OFFER MADE TO

**Probation:** Effective your date of joining, you will be on probation in the above position for **six months**, which could be extended at the discretion of the Management.

During the period of probation each of the parties can terminate this at any time and for any reason and by giving thirty days' notice.

**Hours of Work:** The working hours of AZ Chennai is between 9.00 AM and 6.00 PM. The normal hours to be worked are 40 hours in a given week (excluding 1 hour for break every day). Subject to the work requirements of your function you might be required to work on shifts in agreement with your line manager and there could be a slight flexibility in the working hours.

**Leave:** You are entitled to 22 days of Earned leave (EL), 12 days of Casual Leave (CL) and Sick Leave (SL) as per the leave policy of AZIPL, as may be amended from time to time.

**Relocation:** Relocation expenses will be borne by the company. All expenses will be governed by the entitlement as per the relocation policy, as may be amended from time to time. Employees relocating must take necessary approval from the Talent Acquisition SPOC.

*In the case of employee failing to serve the company for a minimum period of one year from the date of joining the relocation allowance paid will be recovered in full.*

**Transportation:** Employees are entitled for company transport as per transport policy, as may be amended from time to time.

**Background Checks:** Your appointment is subject to the background check clearance in all aspects. Any discrepancies in the background check will lead to withdrawal of the offer or termination of employment.

**Confidentiality:** You are requested to maintain confidentiality on all aspects of the letter at all times. Sharing of confidential information will result in withdrawal of your offer letter.

**Subsequent Changes:** If there are any changes, subsequently, to the terms and conditions of your employment, they will be notified to you by letter or by a notice posted on the notice board, which forms part of the conditions of this offer letter.

We look forward to having you on board at AstraZeneca.

Please note that this Offer Letter is being made on the information furnished by you. However, if any discrepancy is found in the above documents given by you as proof in support of the information provided by you, the Company reserves the right to revoke this appointment/offer.

Yours sincerely,

**Talent Acquisition Lead**

For **AstraZeneca India Private Limited**

Date signed:

I hereby accept the above mentioned terms and conditions

PLACE: CHENNAI

DATE:

SIGNATURE:

**Annexure II**  
**Financial & Benefits Details**

**Name:** DHARUN M  
**Designation:** Junior Engineer  
**Career Level:**B3

**PARTICULARS**

**SALARY DETAILS**

Basic: INR 180,000  
HRA: INR 90,000  
Personal Pay: INR70,000 \*\*\* (*Flexible benefits linked*)  
*Telephone Reimbursement: 30,000*  
*Books & Periodicals Reimbursement: 24,000*  
*Professional Pursuit Reimbursement: 30,000*  
*Food Voucher: 13,200*  
*Leave Travel Reimbursement: 40,000*  
*Car lease\*\*\*\* Capped at Personal Pay Limit*  
*Fuel Reimbursement\*\*\*\*1,20,000*  
*Driver Allowance\*\*\*\*1,80,000*  
**ANNUAL BASE SALARY:** INR 340,000

**RETIREMENT BENEFITS PER ANNUM**

PF: INR 21,600  
Gratuity: INR 8,658  
**ANNUAL COST:** INR 370,258

**VARIABLE PERFORMANCE BONUS\*:** INR 34,000

**TOTAL COST:** INR 404,258

**PREMIUM ON MEDICAL SCHEMES\*\***

Group Medical Insurance Premium: INR 40,000  
Group Personal Accident Premium: INR 680  
Group Life Insurance Premium: INR 816  
Employees Deposit Linked Insurance Premium: INR 228

**COST TO COMPANY:** INR 445,982

*\*Variable performance bonus is based on individual's performance and company's performance*

*\*\*Group Medical Insurance Hospitalization Benefits: Up to Rs. 5,00,000/- for a family of six, including self, spouse, two children and dependent parents or in-laws. Accident and Life Insurance coverage as per Company Policy, details would be provided on joining.*

*\*\*\* Flexible Benefits Linked Personal Pay gives you the option of maximizing your tax savings. You would be provided with the option of allocating your Personal Pay into Telephone Reimbursement, Books and Periodicals Reimbursement, Professional Pursuit Reimbursement, Food Voucher and Leave Travel Reimbursement and Operating Car Lease subject to maximum limits as defined by AstraZeneca.*

*\*\*\*\* Applicable for grade E and above.*

*Further, you would be required to furnish proof of the expenses in respect of which you are claiming the reimbursement for which there is a tax benefit. In the event you are unable to utilize the maximum benefit made available to you under this category, the remaining amount will be taxed as per applicable laws.*

*AstraZeneca shall be entitled to make any changes to the Flexible Benefits Linked Personal Pay in order to be compliant with applicable laws.*

**08-09-2021**

**WELCOME LETTER**

**Dear Gogul Mathivanan,**

**Welcome to the iLink family. We are excited to extend you an offer to join us as a Software Engineer - Trainee. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Systems.**

**At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.**

**The terms and conditions of the employment have been covered in the later part of this letter.**

**We look forward to working with you and wish you a very successful career with us.**

**Warm Regards**



**Uday Bhaskarwar  
Chief People Officer**

**To:**

**Gogul Mathivanan,  
No 67/68, Phase 2, Nakshatra Nagar, Karumandapam,  
Trichy-620001.  
Tamil Nadu, India.**

**Sub: Offer Letter**

Dear **Gogul Mathivanan,**

We are delighted to offer you the **Software Engineer - Trainee** role at iLink Systems. The terms of the offer are given below, which, if you accept, will govern your employment.

**1. Salary**

You will be paid a CTC of **Rs.3,75,000 /- (Rupees Three Lakh(s) Seventy-Five Thousand(s) Only)** per annum. The breakup of the Salary is as mentioned in Annexure 2 of this offer letter.

**2. Work Place**

You will initially work from our office in **Trichy**. However, you may be posted to any other place where our office is located or deputed to any of our client's location, during your tenure at iLink.

**3. Duties**

Your duties may vary from time to time depending on the business focus of the Company.

**4. Appraisal**

You will be eligible for salary increase after successfully completing 3 months with iLink. Based on your performance during the initial 3 months, your CTC might be fixed between 3.75 LPA to 4.5 LPA.

You will also be eligible for salary increase up to 5.5 LPA during the subsequent salary revision cycle, the first of which will be the scheduled revision cycle after the completion of the probation period.

**5. Working Hours**

You will be required to work for 5 days a week, minimum 40 hours per week or 9 hours per day depending upon client requirements.

**6. Probation**

You will be on probation for a period of 6 months from the date of joining. Your services will be confirmed after probation provided your performance is found satisfactory during the probation period.



Your employment with **iLink Systems Pvt. Ltd.** is at-will and either party can terminate the relationship at any time with or without cause and with a notice of 1 month in the first 90 days (look-in period) and a notice of 90 days thereafter.

You are required to join on or before **13-09-2021**.

This offer is valid till **09-09-2021, 5PM. Please email confirmation of acceptance before that date.**

**You should share resignation acceptance from your current organization within 15 days from Offer Letter Acceptance**

The following documents (Original and Photo Copy) are required at the time of joining on **13-09-2021**.

- Relieving Letter of last 3 of your previous companies – if experienced
- Last Month Pay Slip of your previous company– if experienced
- Appointment letter of your previous company
- 10th Mark sheet
- 12th Mark Sheet
- UG Mark sheet
- UG Degree Certificate
- PG Mark Sheet ( if any)
- PG Degree Certificate (if any)
- Diploma Certificates (if any)
- Current Address Proof
- Permanent Address Proof
- ID Proof
- Updated Resume
- Pan Card 3 Copies
- 4 Passport Size Photos

## **Annexure: 1**

1. We assume that all the documents you submit will match the information provided in the resume and during the interview process. Any discrepancies might lead to termination of employment.
2. Relieving letter from your previous company is required for you to join iLink. If relieving letter will be delayed from your previous organization, please submit your resignation acceptance letter. If you are submitting a printout of the mail copy of your Relieving letter/resignation acceptance, please ensure that it is attested by your previous company HR with signature and the company seal.
3. Please read your iLink appointment letter thoroughly and submit the hard copy of the company's original acceptance letter with your signature to HR before you are enrolled into the rolls of the company.

**Annexure: 2**

<b>CTC STRUCTURE</b>		
	<b>Monthly Salary</b>	<b>Annual Salary</b>
	In Rupees	In Rupees
Basic	11,000.00	1,32,000.00
HRA	4,400.00	52,800.00
Conveyance Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Food Allowance	3,000.00	36,000.00
Leave Travel Allowance	3,166.67	38,000.00
Special Allowance	3,790.33	45,484.00
<b>Total</b>	<b>28,207.00</b>	<b>3,38,484.00</b>
Company's contribution to P.F. (including Administrative Charges)	1,950.00	23,400.00
Medical Insurance	565.00	6,780.00
Gratuity	528.00	6,336.00
<b>Total CTC</b>	<b>31,250</b>	<b>3,75,000</b>

For further clarification, please feel free to contact us.

Yours truly,  
For iLink Systems Pvt. Ltd.



Uday Bhaskarwar  
Chief People Officer

**ACCEPTANCE OF OFFER**

---

I hereby declare that I accept this Offer Letter

Candidate's Signature



**Offer: Computer Consultancy**

**Ref: TCSL/DT20207244456/Chennai**

**Date: 26/08/2021**

Mr. Hariprasath S  
179/3Thiruvalluvar Street,  
Melakumaresapuram,  
Tiruchirappalli-620013,  
Tamil Nadu.  
Tel# 91-8300211594

Dear Hariprasath 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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. 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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**

**TCSL/DT20207244456**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

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

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

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



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

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

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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**3**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

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



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

## **2. Higher Hospitalisation**

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

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

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

## **Maternity Leave**

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

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

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

## **Loans**

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

## **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve

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**TCSL/DT20207244456**

**5**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior



written permission of TCSL.

## 9. Confidentiality Agreement

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

## 10. Service Agreement

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

## 11. Overseas International Assignment Agreement

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

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

## 12. Terms and Conditions

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

## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

#### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

#### **15. Retirement**

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

#### **16. Pre-employment Medical Certificate**

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

#### **17. Employment of Non Indian Citizens**

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

#### **18. Background Check**

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



## 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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



- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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



## 24. Data Privacy Clause:

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

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

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

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

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

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



### **Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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

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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Hariprasath S</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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





## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 7, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

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

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

#### **8. No License**

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



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**06 September 2021**

**Imran S.**  
**15/5, Reddy Street,**  
**Beema Nagar,**  
**Tiruchirappalli-1.**

**Dear Imran,**

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

**1. Appointment:**

You will be required to join us on **06 September 2021**.  
(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

**2. Code of Conduct:**

2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.

2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

engineering creativity

**TATA ELXSI**

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CIN:U01104170019000005



- 2.6. You will observe work timings and holidays as applicable to your location and place of work.

### 3. Training & Probationary Period:

- 3.1 You will be on training for the first 6 months. During the training period, you will be subject to assessment at various stages and you are expected to meet the minimum acceptable criteria for your continuity in the Company and subject to submission of Provisional Degree Certificate (PDC) of the University with **60% or 6.0 CGPA** in aggregate.
- 3.2 Post the above, you will be on probation for the next 6 months. On meeting the minimum acceptable criteria and on completion of the probation period, if found suitable in the appointed post, you will be confirmed in writing by the Company. The terms and conditions of this letter shall continue to bind you or as may be amended by the Company from time to time.
- 3.3 Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the Training or probation period, or extended probation period, as it deems necessary.

### 4. Salary:

- 4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.
- 4.2. Compensation structure detailed in the attached annexure is for a posting in **Bangalore**. The compensation structure is based on location of posting and any change in compensation arising out of a change in location of posting will be communicated to you in writing.

### 5. Initial Posting and Subsequent Transfers:

Your initial posting can be at any of our design & development centers in **Bangalore**. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

### 6. Leave:

- 6.1. You will be entitled to leave and other benefits in accordance with the rules / policies of the Company.





## 7. Other Work:

- 7.1. Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

## 8. Termination:

- 8.1. During the period of training / probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three months notice or three months basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.
- 8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you will be required to give a minimum of 90 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 90 day period. This minimum notice of 90 days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.
- 8.3. In case during your services with the Company, if you are deputed abroad for Training / Developmental program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be 6 months at the option of the Company.
- 8.4. You will be liable to termination from service by the Company without notice if:
- Any declaration given by you or any testimonials furnished by you to the Company is found to be false, or,
  - You are found to have willfully suppressed any material information, or,
  - You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,
  - You are found to have indulged in financial irregularities; or
  - You breach any of the terms and conditions of your employment as specified in this letter, or of any further official communication from the Company.



## **9. On Separation:**

9.1. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items.

## **10. Background Check:**

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

## **11. Intellectual Property and Confidential Information:**

11.1. Information pertaining to the Company's operations and its clients shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Any Intellectual Property or Patents developed by you during your service will be the property of Tata Elxsi Limited. After leaving the services of the Company, you shall keep confidential and proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to TEL all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment. TEL shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide TEL or any person designated by TEL all assistance as may be required to establish and / or perfect the rights defined in this clause.



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CIN: U61104TN2005PLC006691



11.3. **Data Protection Regulation- Personal Data:** You acknowledge and agree that TEL or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. TEL will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to TEL to process such personal/or sensitive data.

## 12. Adhering to Safety Standards:

12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.

12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

## 13. Protection of Interest:

13.1. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and will remain sole right / property of the Company.



#### **14. Client Management:**

14.1. On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 12, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

#### **15. Non-solicitation:**

15.1. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

15.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

#### **16. Retirement:**

16.1. You will retire in the month of your attaining the age of 60 years.

#### **17. Original Certificates:**

17.1. You are required to produce Original certificates / testimonials for our reference & verification on the day of joining.

18. You are requested to join us on the date as indicated to you in **clause 1** of this letter (“**Date of Appointment**”).



## 19. Jurisdiction and Dispute resolution:

- 19.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.
- 19.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.
- 19.3. Please note that while on employment, you will be governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

Wishing you the best in your career,

**For Tata Elxsi Limited,**

**Rajagopalan S.**  
**Head - Human Resources**

### Declaration

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter ("**Date of Appointment**"). By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

**Date:**

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

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CIN: U61104TN2005PLC006699



## Annexure 1

Annexure to: **Imran S.**

Appointment Letter Dated: **06 September 2021**

<b>Name</b>	<b>Imran S.</b>
<b>Level</b>	<b>D</b>
<b>Designation</b>	<b>Engineer</b>
<b>Location</b>	<b>Bangalore</b>

	<b>Amount in INR</b>
Basic	15,500
House Rent Allowance	7,750
Flexible Benefit Plan**	1,912
Statutory Bonus *	1,400
<b>Monthly Salary</b>	<b>26,562</b>

### Deferred Benefits (Annualised)

Provident Fund (As per the PF Act 1952)	22,320
Gratuity (As per the Gratuity Act 1972)	8,947

**Annual Gross Salary** **3,50,011**

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

\*As per the Payment of Bonus Act 1965

\*\*Please refer the annexure for details of FBP

**For Tata Elxsi Limited,**

**Rajagopalan S.**  
**Head - Human Resources**

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## **Annexure 2**

### **Annexure indicating breakup of FBP components applicable to grade “D”**

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).

## LETTER OF INTERNSHIP

Date: 15 March, 2021

Name: S.ISHWARYA ,  
Address:3/59,west street  
Kizhapalaiyur,Manjakkudi, way,  
Kudavasal taluk,  
Thiruvarur district,612610,  
Email: siswarya31@gmail.com ,  
Contact: 9080261847.

Dear S.ISHWARYA,

Sub: Provisional Offer Letter

**We are pleased to welcome you on board - Six Phrase - The Finishing School.**

After careful consideration, Six Phrase - The Finishing School has decided to offer you Internship in our firm. You will be designated “Junior Intern - Trainer”.

The employment is subject to the following conditions:

- 1) **This offer letter will be valid only if you join our organization before March 15<sup>th</sup>,2021. This offer will not hold good if you failed to join our organization before March 15<sup>th</sup>,2021.**
- 2) You will be required to serve a probation period of 6 months. Upon feedback from the institutions and based on your work performance you will be confirmed into our rolls after 6 months. Confirmation is purely based on your work performance.
- 3) Your Salary during the probation period will be Rs.10,000 per month (Cost to Company).The salary will be incremented to Rs.14,500 CTC after three months. Based on your performance the salary will be incremented to Rs.21,500 CTC after six months.
- 4) Further increments in your salary will be purely based on your Performance.
- 5) You will be eligible for PF and ESI deductions as per statutory norms.
- 6) You Salary will be revised after the Internship period based on the Internship Exit Exam Scores and Feedback from Institutions.



- 
- 7) Your individual remuneration is purely a fact between you and the company, and has been arrived on the merit of your education, experience, your professional achievements and the company's prevailing compensation guidelines. In that context we would sincerely request you to maintain this information and any changes hereafter, as strictly personal and confidential.
  - 8) The salary will be paid on or before the 10th of every month.
  - 9) Your responsibilities will include Training and Assessment at various colleges and corporate, preparation of Training Material, Business Development for Training, Collection of Payment, Work related to marketing and promotion, preparation of promotional material, general administration work and other activities that the company requires.
  - 10) Your base Job Location will be in **Coimbatore or Chennai** (based on your choice) and you will be required to travel to places outside of your **base location** also. Six Phrase will take care of your Travel and Accommodation for Training programs outside of your base location. Within the base location you will be required to take care of your Travel and Accommodation.
  - 11) Maximum of two 1 hour permissions can be taken in a month. This permission can be availed at any time of the day but the duration should not exceed 1 hour and the maximum number of times cannot exceed 2 times in a month.
  - 12) Maximum of 1 day paid leave can be availed every month. Leave exceeding 1 day a month will be on Loss of Pay.
  - 13) Should you require being absent from work for reasons of sickness, injury or any other reason your must either personally or through another person notify Six Phrase immediately of this and also of when you expect to be able to return to work. In case of leave exceeding more than 2 days you will be entitled to submit necessary documents pertaining to the reason for leave.
  - 14) In case you wish to resign / leave the service of the company, you will be required to give **three month** notice in writing failing which SIX PHRASE is entitled to recover amount equal to 3 months salary by way of agreed liquidated damages. The company at its sole discretion may accept one month's salary, or part thereof, in lieu of the notice. The company reserves the right to terminate you from operations without giving any notice during the contract period.
  - 15) Please bring along the below listed documents / details on your day of joining
    - ✓2 passport size and 1 stamp size color photographs.
    - ✓Proof of Identity - Passport / Driver's license / Bank Account Statement. (Photocopy)
    - ✓Proof of address - Ration Card / Passport / Voters ID (Photocopy)

---

Yours truly,

For SIX PHRASE FINISHING SCHOOL

Offer of Employment Accepted:

I have read the terms and conditions set out in this Appointment Letter. I confirm having fully understood the same. I also declare that all the certificates and documents provided by me to SIX PHRASE - FINISHING SCHOOL are true, genuine and correct.

\_\_\_\_\_

Signed

S.ISHWARYA



**Ref: TCSL/DT20207239039/1446114/Chennai**

**Date: 12 May 2021**

MR. JACOB SELWYN D  
3/146 Jothipuram,  
Kattur, Tiruchirappalli,  
Tamilnadu-620019.  
Tel# 916374956110

**Sub: Joining Letter**

Dear Mr. Jacob Selwyn D,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **03rd June 2021** , your joining location is **Kochi** , work location is **Kochi** and your stream is **IT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



## **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCS. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**



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



**June 08, 2021**

**Letter of Intent**

**Dear Janani**

**Congratulations!!!**

We thank you for your interest in our company and for participating in the interview process. Further to the discussions we have had, we are happy to make you a career opportunity with joining Expleo Solutions Limited as Trainee.

**Details:**

You will be paid a monthly stipend of **₹ 10,000/- Per month** (Rupees Ten Thousand Only).

You will be eligible for the below benefits during the training period of 6 months.

- a. Mediclaim Cover under workman compensation act.
- b. Group Term Life Policy Cover for an amount **5,00,000/-**

The above offer is subject to the following terms and conditions:

1. You being found medically fit at all times.
2. You are submitting true copies of all your scholastic/academic and extra-curricular attainments along with proof of your age and of last drawn salary incase if you have prior experience. The documents that need to be submitted at the time of joining.
3. Please note that as a standard organization procedure we carry out stringent background verification check. The process for the same will be initiated along with the acceptance of this letter of intent. Your joining & the subsequent appointment will be contingent upon successful completion of training program which would be evaluated from time to time. The appointment with Expleo will be based on your Merits and successful completion of training.
4. You will abide by the Business Conduct Guidelines of the company in letter and spirit.
5. You would be expected to learn and perform during the training period of 6 months.
6. You would be under the continuous evaluation process of 6 months and post successful completion of the evaluation you will be an employee of Expleo.
7. You have to read and duly sign the MOA attached to this Letter of Intent.

This letter of intent is valid till **June 11, 2021** before which you are required to confirm your acceptance.

Kindly sign the duplicate copy of this letter to signify your acceptance and confirmation of the above terms and conditions.

Expleo Solutions Ltd.

6A, Sixth Floor, Prince InfoCity II, No. 283/3 & 283/4, Rajiv Gandhi Salai (OMR)

Kandanchavadi, Chennai 600096 • India • T. +91 44 4392 3200

CIN: L64202TN1998PLC066604 • GST No: 33AABCT0976G1ZG



We wish you a very rewarding and successful start with Expleo Solutions Limited.

Yours Sincerely,  
for **Expleo Solutions Limited**

**Manjunathan C**  
**Director - People Services**

### **Acknowledgement**

I accept the above Terms and Conditions and will report for work on \_\_\_\_\_.

**Signature:**

**Date:**



## **MEMORANDUM OF AGREEMENT**

**THIS AGREEMENT** is made and entered into this **11<sup>th</sup>** day of **June** 2021 **BY AND BETWEEN**, M/s EXPLEO SOLUTIONS LIMIED a Company having its Registered office at Prince Infocity II, 6A, 6th Floor, No. 283/3 & 283/4, Rajiv Gandhi Salai (OMR) Kandanchavadi, Chennai – 600096, hereinafter referred to as the COMPANY which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns) and Ms. **Janani** D/O **Mathialagan C**, aged **20** yrs, and residing at **No:10,9Th Street,Kailash Nagar,Kattur,Trichy-19** hereinafter referred to as "APPRENTICE CUM TRAINEE". which term shall wherever the context mean and include their heirs, executors, administrators, legal representatives, successors and assigns.

WITNESSETH.

Whereas Apprentice cum Trainee has been selected by the Company for undergoing Apprenticeship Training. Consequently, the Company and the Apprentice cum Trainee have registered an apprenticeship agreement dated **June 11<sup>th</sup>, 2021** in the NAPS Portal wherein Apprentice cum Trainee will be given training in soft skills.

Whereas the said agreement dated does not give any commitment from the company's side to give Apprentice cum Trainee employment with the company.

Whereas during the selection process Apprentice cum Trainee was identified by the Company as one of the candidates with the requisite potential to be employed by the company on the express condition that Apprentice cum Trainee voluntarily opts for and successfully qualifies in the additional training to be imparted by the company in cutting edge technologies.

Whereas imparting of training in such cutting-edge technologies involves significant and substantial training costs which transcends the scope and ambit of basic Apprenticeship training contemplated in the apprenticeship agreement dated .

Whereas in the event of the Apprentice cum Trainee voluntarily opting for training in such cutting-edge technologies in addition to the stipendiary commitment as per the Apprenticeship Agreement dated from the company's side Apprentice cum Trainee will be





offered employment on condition that Apprentice cum Trainee successfully complete the training in the relevant technologies imparted by the Company.

Whereas Apprentice cum Trainee acknowledge and accept that in order to recoup at least partially the resources invested in the training in cutting-edge technologies, the company requires from Apprentice cum Trainee side a commitment to serve the company as a regular employee for at least a minimum period of two years failing which the company shall be entitled to claim and recover the notional cost of training as per this memorandum of agreement:

**NOW THIS AGREEMENT RELATING TO DEPOSIT OF TITLE DEEDS  
WITNESSETH:**

1. Apprentice cum Trainee voluntarily agrees to undergo training in cutting-edge technologies which is over and above the requirements of Apprenticeship training agreement dated **June 11, 2021**.
2. The company on its part agrees to give Apprentice cum Trainee employment on the express condition that Apprentice cum Trainee successfully complete the training imparted by them or their agents in cutting edge technologies
3. Apprentice cum Trainee agree and acknowledge that the Company is investing significant and substantial resources to provide necessary and relevant specialized technical training / training on automation tools and others and also make available specialized and sophisticated equipment, computers, software and support facilities to learn and upgrade Apprentice cum Trainee skill set
4. In consideration of the employment offered by the Company, the Apprentice cum Trainee agrees to serve the company for a minimum period of two years to enable the company to recoup at least partially the resources invested in Apprentice cum Trainee training in cutting-edge technologies.
5. Apprentice cum Trainee hereby agree and accept that in the event of failure to serve the Company as employee for
  - i. Minimum period of **12 months** from the date of joining, the Apprentice cum Trainee shall be liable to pay the company an amount of **₹ 300000** (Three Lakhs Only)



- ii. Has served the company for **12 months** from the Date of Joining but has failed to serve **2 years** the Apprentice cum Trainee shall be liable to pay **₹ 200000 (Two Lakhs Only)** to the company.
6. In the event of Apprentice cum Trainee committing any breach of this memorandum of agreement, the Apprentice cum Trainee hereby binds himself to pay and compensate the Company as mentioned in Clause 5 supra, within 15 days after the receipt of notice or letter of claim from the Company, together with interest at 18 % per annum on from the date of breach of contract till realization in the event of Apprentice cum Trainee committing any such breach of contract.
7. Both the parties hereby agree and accept that this agreement is in addition to the basic apprenticeship agreement dated which governs the stipend and other benefits payable by the Company and the mutual obligations agreed to herein are in addition to the said apprenticeship agreement dated
8. Notwithstanding the Apprenticeship agreement dated both the both parties agree and accept that All questions, differences or disputes whatsoever which may arise between Parties and or their Personnel in connection with the terms and conditions stated in this MOA whether as to construction or otherwise, shall be in the first instance tried to be settled thru discussion and conciliation. On the failure of efforts at conciliation either party may refer the matter to arbitration by a Sole Arbitrator to be appointed by the Company. The said proceeding shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 or any re-enactment or statutory modification thereof for the time being in force whose decision shall be final and binding on the parties to the Agreement. The venue of Arbitration shall be at Chennai and the language of arbitration shall be English. The arbitration cost shall be borne equally by the Company.
9. Notwithstanding the foregoing the parties shall have the right to bring judicial proceedings to obtain injunctive relief at any time during the pendency of arbitration proceedings u/s 9 of the Arbitration & Conciliation Act, 1996 as amended from time to time.
10. The Courts in Chennai, India will have exclusive jurisdiction.

**[ expleo ]**

IN WITNESS WHEREOF, the parties have set their hands and seals on the date first above written.

for Expleo Solutions Limited

Apprentice cum Trainee



**Manjunathan C**  
**Director - People Services**

**Signature**

Acknowledgement

I accept the above Terms and Conditions and will report for work on \_\_\_\_\_.

Signature:

Date:



16/11/2021

JAYSREE S

Dear JAYSREE,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,  
Yours Sincerely,

*Lokendra Sethi*

Lokendra Sethi (Nov 17, 2021 11:49 GMT+5.5)

Lokendra Sethi  
Vice President - Human Resources

*Jaysree*  
25/11/2021



16/11/2021

JAYSREE S

39E/5, Alagapuri Nagar, Ramnagar, Devakottai

Sivaganga, 630303  
India

Dear JAYSREE,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Software Engineer at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 25/11/2021.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to DXC offices in Chennai based on the information provided by your manager.

## **1 PAY and BENEFITS**

Your Fixed Gross Salary will be INR ₹360,000.00 per annum.

### **1.1 Basic Salary**

You will be eligible for a Basic Salary. The amount towards the basic salary is INR ₹180,000.00.

### **1.2. Flexible Benefit Plan (FBP):**

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

### **1.3. Provident Fund:**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

### **1.4. Gratuity:**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

Jaysree  
25/11/2021



### **1.5 Variable Pay Program**

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

### **1.6 Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 13,976 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

### **1.7. Leave**

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

## **2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT**

### **2.1. Your job classification detail is as listed below:**

Job Function: Technology Applications Group

Job Family: Software Engineering

Job Title (Internal): Associate Professional Software Engineer

Salary Grade: 51007431

### **2.2. Work Place**

You are initially appointed to work in our office in Chennai. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

### **2.3 Transfer**

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

### **2.4 Retirement**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

### **2.5 Notice for Separation/ Termination**

i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

Signature: *S Jayasee*  
Date: 25/11/2021



ii. Your services can be terminated by either party by giving to the other, a notice of three months in writing (hereinafter referred to as "Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for three months in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

## 2.6 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

## 2.7 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

## 2.8 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers

2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

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

Thanking You,  
Yours Sincerely,

*Lokendra Sethi*

Lokendra Sethi (Nov 17, 2021 11:49 GMT+5.5)

**Lokendra Sethi**

*S Jayasee*  
25/11/2021



Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

  
JAYSREE S (Nov 17, 2021 12:14 GMT+5.5)

\_\_\_\_\_  
JAYSREE S

Nov 17, 2021

**Candidate Physical Signature (to be completed first day of work):**

I accept the above referred Pay and Benefits and the general terms and conditions of employment

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place

**Annexure II**

**Flexible Benefits Plan (FBP)**

Job Family: Software Engineering

Title: Associate Professional Software Engineer

1 a. House Rent Allowance

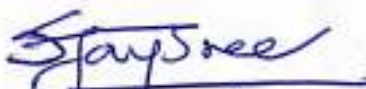
**Maximum Limit:** 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

1 b. Actual Rent paid towards Company Leased premises

**Maximum Limit:** 100% of Annual Basic

**Supporting Documents:** Lease Agreement

  
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2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)

**Maximum Limit:** 20% of Annual Basic subject to a maximum of Rs. 200,000

**Supporting Documents:** Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)

**Maximum Limit:** Rs. 2,400 per annum

**Supporting Documentation:** Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)

**Maximum Limit:** Rs. 7,200 per annum

**Supporting Documentation:** Declaration and submission of receipts

5a. Company Car Program

Lease rental as per vehicle of choice

5b. 40% of Transport Allowance or Rs. 3,60,000 per annum whichever is lesser

5c. Chauffeur Allowance is a sub limit of 40% of Transport Allowance or Rs. 3.6 lacs whichever is less with a maximum allowance of Rs.1,44,000 per annum

5d. Fuel and Maintenance Allowance: Balance of Total Entitlement less Chauffeur Allowance

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

**Maximum Limit:** Rs.26,400

**Supporting Documentation:** As per program guidelines

7. Bonus/Exgratia – For those earning basic salary up to Rs. 21, 000/–pm, advance Bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

8. Transport Allowance through Payroll – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

**Maximum Limit:** 100% of FBP Declaration

9. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

**Maximum Limit:** INR 18,000 per annum

**Supporting Documentation:** Declaration and submission of receipts

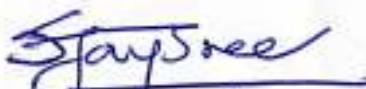
\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

\* Employees can purchase a vehicle with max ex–showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

#### **Guidelines governing Flexible Benefits Plan (FBP)**

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

  
25/11/2021



3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
- Transfer of the employee from one city to another.
  - Change of grade/level.
  - Change of residential accommodation.
  - Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents
4. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:
- 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2 & balance of Q1, if any
  - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
  - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any
- For the purposes of the plan, the quarters will be as follows:
- Q1 – April, May, June
  - Q2 – July, August, September
  - Q3 – October, November, December
  - Q4 – January, February, March
- Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

### **Mandatory Documents List**

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer

**Original Required for Verification:** Yes

**No. of Copies:** Two

Signature: *S Jayaram*  
Date: 25/11/2021



2 Letters supporting Employment viz., Offer letter, Service Certificate

**Original Required for Verification:** Yes

**No of Copies:** Two

3 Salary details of previous Employment

**Original Required for Verification:** Yes

**No. of Copies:** Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree

**Original Required for Verification:** Yes

**No of Copies:** Two

5 Copy of PAN card/Application ID for PAN card applied

**Original Required for Verification:** No

**No. of Copies:** One

6 Age Proof Copy of Passport or Pan card or Driving license

**Original Required for Verification:** No

**No. of Copies:** One

7 Photo identity proof Copy of PAN Card or Passport or Driving license

**Original Required for Verification:** No

**No of Copies:** One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name

**Original Required for Verification:** Yes

**No of Copies:** One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.

**Original Required for Verification:** Yes

**No of Copies:** Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

### **Agreement Regarding Confidential Information and Proprietary Developments India**

JAYSREE S

**1. Consideration and Relationship to Employment.** As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I



understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

**2. Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

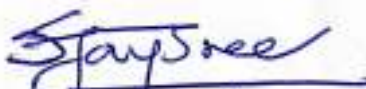
- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

**3. Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

**4. Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with

  
25/11/2021



my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

**5. Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**6. Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

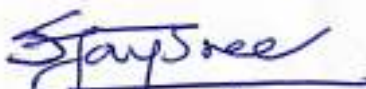
**7. Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

**8. Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments

  
25/11/2021



and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

**9. Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

**10. Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

**11. Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

**12. Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**FOR Company**

A handwritten signature in blue ink, which appears to be 'Stan J. Lee', written over a horizontal line. Below the signature, the date '25/11/2021' is written in the same blue ink.



Lokendra Sethi

Lokendra Sethi (Nov 17, 2021 11:49 GMT+5.5)

**Lokendra Sethi**

Vice President - Human Resources

**FOR Employee**

**Name : JAYSREE S**

Jaysree S

JAYSREE S (Nov 17, 2021 12:14 GMT+5.5)

**Date : Nov 17, 2021**

Jaysree  
25/11/2021



**Ref: TCSL/DT20207300680/1447281/Chennai**

**Date: 12 May 2021**

MR. JOSE MERRIL S  
20 Bishop Nagar,  
Varaganeri/Ponniah School, Tiruchirappalli,  
Tamil Nadu-620008.  
Tel# 916380393560

**Sub: Joining Letter**

Dear Mr. Jose Merril S,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **10th June 2021** , your joining location is **Chennai** , work location is **Chennai** and your stream is **IT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.





## **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCS. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**



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



**Offer: Computer Consultancy**

**Ref: TCSL/DT20207254738/Chennai**

**Date: 26/08/2021**

Mr. Karunakaran G  
13Ngo Colony 1st Street,  
Thuvakudimalai(North),  
Tiruchirappalli-620022,  
Tamilnadu.  
Tel# 91-9751250864

Dear Karunakaran G,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**

**TCSL/DT20207254738**

1

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

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

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

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



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

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

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

**TCS Confidential**

**TCSL/DT20207254738**

**3**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

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



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

## **2. Higher Hospitalisation**

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

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

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

## **Maternity Leave**

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

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

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

## **Loans**

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

## **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior





written permission of TCSL.

## **9. Confidentiality Agreement**

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

## **10. Service Agreement**

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

## **11. Overseas International Assignment Agreement**

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

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

## **12. Terms and Conditions**

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

## **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

#### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

#### **15. Retirement**

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

#### **16. Pre-employment Medical Certificate**

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

#### **17. Employment of Non Indian Citizens**

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

#### **18. Background Check**

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



## 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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



- \*Passport
- \*NSR E-Card

## **20. TCS Xperience Program**

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

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

## **23. Compliance to all clauses**

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



## **24. Data Privacy Clause:**

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

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

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

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

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

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



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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

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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Karunakaran G</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Nurnber 7, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

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

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

#### **8. No License**

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



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218562098/Hyderabad**  
**Date: 05/12/2021**

Ms. Kasturi K  
3687/1 Om Sri Sai Ram IllamAkilandeshwari Nagar Near Pasumai Nagar,  
Bikshandar Koil,  
Tiruchirappalli-621216,  
Tamil Nadu.  
Tel# 91-9865307404

Dear Kasturi 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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. 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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**  
**TCSL/DT20218562098**

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**TATA CONSULTANCY SERVICES**  
**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

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



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207242769/Delhi**  
**Date: 16/11/2021**

Ms. Loghaashri Thiyagarajan  
12, Sanjeevi Nagar ExtentionRoyal Villa,  
Airport,  
Trichy-620007,  
Tamil Nadu.  
Tel# 91-9443643817

Dear Loghaashri Thiyagarajan,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Xperience (detailed under Terms & 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.

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**TCSL/DT20207242769**

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## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

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

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





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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

## **2. Higher Hospitalisation**

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

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

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

## **Maternity Leave**

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

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

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

## **Loans**

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

## **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior



written permission of TCSL.

## **9. Confidentiality Agreement**

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

## **10. Service Agreement**

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

## **11. Work in SBWS mode**

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

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

## **12. Overseas International Assignment Agreement**

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



serve TCSL as per the Notice Period clause mentioned below.

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

### **13. Terms and Conditions**

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

### **14. TATA Code of Conduct**

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

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

### **16. Retirement**

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

### **17. Pre-employment Medical Certificate**

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



## 18. Employment of Non Indian Citizens

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

## 19. Background Check

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

## 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## **21. TCS Xperience Program**

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **22. Letter of Appointment**

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

## **23. Rules and Regulations of the Company**

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





## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

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

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

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

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

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

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



### **Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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

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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Loghaashri Thiyagarajan</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No.42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 7, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

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

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

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

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



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

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

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

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

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

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

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

## **9. No License**

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





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20217529400/Hyderabad**  
**Date: 06/11/2021**

Ms. Madhumitha Thandayuthapani S  
31 AMettu Street,  
Woraiyur,  
Tiruchirappalli-620003,  
Tamilnadu.  
Tel# -

Dear Madhumitha Thandayuthapani 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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. 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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**  
**TCSL/DT20217529400**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 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

Madhumitha T



## COMPENSATION AND BENEFITS

### **BASIC SALARY**

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

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

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

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

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

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

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

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

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

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



## PERFORMANCE PAY

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## CITY ALLOWANCE

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

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Registered Office: 9th Floor, Software Units 1, 2 and 3, Madhavan, Hyderabad-500081, India

Tel: +91 40 6667 2000 Fax: +91 40 6667 2222 Website: www.tcs.com

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

TCSL: www.tcs.com/india | Tel: +91 20 9333 1111 Email: support@tcs.com

Madhumitha T



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

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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



## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

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

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve

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## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1, 5th Floor, Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 1000 Fax: 91 40 6667 3272 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

Madhumitha T



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

#### 4. Working Hours

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

#### 5. Mobility

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

#### 6. Compensation Structure / Salary components

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

#### 7. Increments and Promotions

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

#### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior

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TCSL/DT20217529400

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Directorpark, No. 7 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: +91 40 6667 2000 Fax: +91 40 6667 2322 Website: www.tcs.com

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

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

Madhumitha T





written permission of TCSL.

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Work in SBWS mode**

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

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

#### **12. Overseas International Assignment Agreement**

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



serve TCSL as per the Notice Period clause mentioned below.

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

### 13. Terms and Conditions

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

### 14. TATA Code of Conduct

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

### 15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### 16. Retirement

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

### 17. Pre-employment Medical Certificate

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

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Oneconpark, No. 1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1 800 209 3111 Email: careers@tcs.com

Madhumitha T



#### 18. Employment of Non Indian Citizens

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

#### 19. Background Check

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

#### 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

#### 21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 22. Letter of Appointment

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

#### 23. Rules and Regulations of the Company

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



#### 24. Compliance to all clauses

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

#### 25. Data Privacy Clause:

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

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

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

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

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

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



**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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

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**TCSL/DT20217529400**

**TATA CONSULTANCY SERVICES**  
**Tata Consultancy Services Limited**

Deloitte Centre, No. 1 Software Units Layout, Marthapur, Hyderabad-500081, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Naraina Building, ITs Floor, Naraina Pocket, New Delhi-110028, India  
TCS Client Service Centre: 1800 209 4111 Email: [customers@tcs.com](mailto:customers@tcs.com)

Madhumitha T



GROSS SALARY SHEET

Annexure 1

Name	Madhumitha Thandayuthapani S
Designation	Assistant System Engineer-Trainee
Institute Name	Saranathan College Of Engineering

Table 1: Compensation Details (All Components in INR)

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

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL

defines 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 / Xperience Program.

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

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

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

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

Madhumitha T



**Annexure 2**

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





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



#### 4. Prior knowledge

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

#### 5. Use of third party material

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

#### 6. Security policies and Guidelines.

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

#### 7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

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

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

#### 9. No License

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



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Monday, 10 Jan 2022

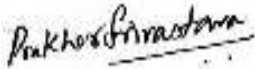
Offer Letter

To **Maheswaran R,**

We are pleased to make you an offer to work with us on contract as a **Faculty I** of the Knowledge Team and your initial work location would be Remote.

You will be required to complete the work as per the set timelines. You will be reporting to **Shivam Solanki**, for your deliverables on this project, or anyone else designated by the organization. We view you as a valuable addition to our team and look forward to your engagement on other **Toppr** projects going forward. The compensation and standard terms of your appointment as a consultant are enclosed.

Yours sincerely,  
Sincerely, on behalf of **Toppr Technologies Private Limited**



**Prakhar Srivastava,**  
**Monday, 10 Jan 2022**

I have read and hereby accept this letter and terms thereof:



(candidate\_signature)

Maheswaran R



1. The arrangement is in the nature of independent consultancy between **Toppr Technologies Pvt. Ltd.** ("Company") and yourself and does not create an employer-employee relationship between the Company and yourself.
2. Your engagement with Toppr would be for a period of 12 months i.e. from **Thursday, 13 Jan 2022 to Friday, 13 January 2023.**
3. You will be paid a monthly compensation of **Rs. 16,000.** The payment shall be subject to TDS as per Income Tax Act, 1961.
4. You are expected to work for an average of ten hours a day and you will need to submit your work on daily basis.
5. Your services are transferable to any location in the country or to any of the company's associate at the sole discretion of the management and you will be governed by the transfer policies prevailing in the company at that time.
6. You will need to submit your invoice to the company in the standard format shared with you. You should submit the invoice by end of every month.
7. All your questions may be reviewed by other experts and you will need to discuss and incorporate the review in your work.
8. All information/data relating to the business activities and operations of the Company including customers and clientele is the sole proprietary of the company. Any work produced during the period of employment is the property of Toppr only and cannot be used for any other reference work.
9. At the end of the contract period, your performance would be reviewed and the Company at its sole discretion can confirm your employment or extend the contract period.
10. Either you or the Company may terminate this arrangement with an appropriate reason by giving you a two weeks notice of termination.
11. **Confidential Information:** You shall forever hold the Confidential Information in confidence and shall not disclose or disseminate to any person or competitor of the Company or its affiliates; or use for any purpose any Confidential Information other than such purposes as shall be required to fulfill your duties with the Company, without the Company's prior written permission. Provided however that you may disclose Confidential Information where ordered to do so, by any government, judicial or quasi-judicial authority, subject to giving a prior reasonable notice to the Company of such prospective disclosure and assisting Company in obtaining protective order preventing such disclosure. "Confidential Information" shall mean and include all information which is confidential and/or proprietary to the Company and/or its affiliates disclosed to or obtained by you from the Company and/or its affiliates, whether in written, electronic or on any media or orally and whether or not the information is expressly stated to be confidential or marked as such, but does not include information that is in public domain (other than by your breach of this letter) or that was developed by or previously known by you, as established by your written records prior to receipt of such information from the Company, or that was lawfully obtained by you from a third party without any obligations of confidentiality.
12. **Intellectual Property:** You agree that the Intellectual Property as well as any portion thereof developed by you shall be the sole property of the Company from date of creation thereof. You hereby irrevocably, absolutely and perpetually assign to the Company all any rights of any nature, present or future, worldwide rights in respect of your right, title, and interest, including intellectual property rights, in respect of the Intellectual Property developed by you, free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term. "Intellectual Property" means patent rights, copyrights and rights relating to the protection of trade secrets and confidential information, Internet domain names, and all other intellectual or proprietary rights anywhere in the world, whether or not requiring registration and whether or not such registration has been obtained.

*RMohar*



13. **Non-Compete:** You will not directly or indirectly (either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, office bearer, or shareholder or in a similar capacity or function) carry on or be engaged or be interested in any business, trade or profession that directly or indirectly competes with the business of the Company, during the term of the employment with the Company and for a period of 2 years after termination of your employment with the Company in accordance with the terms of this letter (except that you may hold shares in a publicly listed company where holding is for investment purposes and is less than 2% of the capital of such company).



(candidate\_signature)

**Maheswaran R**



Date:07-Jul-2021

To

MOHAMED IRFAN N  
INDIA

Dear MOHAMED IRFAN N,

**Sub: Offer of Training and Employment**

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the Salary Grade C1 subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme and the training location will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent emails.

  
MOHAMED IRFAN N (Jul 8, 2021 19:37 GMT+5.5)

2.4. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.5. The period of Orchard is 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

2.6. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

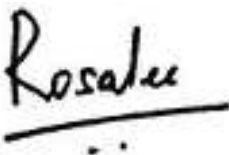
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at [campus@mindtree.com](mailto:campus@mindtree.com).

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,  
**For Mindtree Limited**




**Rosalee M Kombial**  
**Vice President-People Function**

  
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**Enclosed: Annexure to your Offer of Employment**

**Acceptance of the offer**

I, MOHAMED IRFAN N, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	 MOHAMED IRFAN N (Jul 8, 2021 19:37 GMT+5.5)
Your Name in Capital letters	MOHAMED IRFAN N

**Annexure 1**

Compensation stack during the Orchard Learning Program **(from the date of joining till the date of confirmation)**

**Name : MOHAMED IRFAN N**

**Salary Grade : C1**

**Designation : ENGINEER**

**Stipend : INR 26,000 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost if your training location is Mindtree Kalinga (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance during your learning program will be **INR 550 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for 2021 - 2022 is as follows.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

**Annexure 2**

**Compensation stack effective from date of confirmation**

**Name** : MOHAMED IRFAN N

**Salary Grade** : C1

**Designation** : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
<b>Annual Gross</b>	<b>352,008</b>
Bonus / Variable Compensation**	48,000
<b>Annual Cost to Company</b>	<b>400,008</b>

\*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

  
MOHAMED IRFAN N (Jul 8, 2021 19:37 GMT+5.5)

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

\*\*The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

  
MOHAMED IRFAN (Jul 8, 2021 19:37 GMT+5.5)

## Annexure - 3

### Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification**.
2. The term, 'the Company' refers to Mindtree Limited.
3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company**.
4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**
5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

### 6. Orchard Learning Program

- 6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.
- 6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.
- 6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.
- 6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as Communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

  
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Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

## **7. Confirmation of Employment**

7.1 Upon confirmation, your designation will be ENGINEER and in the Salary Grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

## **8. Background check & references**

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

  
MOHAMED IRFAN (Jul 8, 2021 19:37 GMT+5.5)



If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

## **9. Compensation and benefits**

9.1 During the Orchard learning program, you will be paid a stipend of INR 26,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 400,008.00 per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

  
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## 10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

**10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.**

## 11. Termination of employment

### 11.1 During Orchard Learning Program

#### a) Termination for cause

Your employment with Mindtree 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 Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

#### b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

  
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## 11.2. After confirmation

### a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

### b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

  
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### **11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment**

- a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

### **12. Nature of employment**

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct and if it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

**12.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

### **13. Other Agreements**

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

  
MOHAMED IRFAN (Jul 8, 2021 19:37 GMT+5.5)

#### **14. Transfer**

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

#### **15. Retirement and retirement benefits**

15.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

#### **16. Intellectual property**

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

  
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## **17. Mindtree's Code of Conduct and Policies**

17.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

## **18. Tax implication**

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

## **19. Reimbursement of travel expense for joining Mindtree**

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

## **20. Personal Safety and conduct**

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

**End of Annexure 3**

  
MOHAMED IRFAN (Jul 8, 2021 19:37 GMT+5.5)

# Code of Conduct

## **Summary:**

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

## **Objective:**

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

## **Eligibility/Applicability:**

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

## **Code of Conduct :**

The policy details various scenarios under which Code of Conduct is monitored.

### **1) Personal Interest v/s Mindtree's interest**

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

### **2) Use of proprietary or confidential information of third party**

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

### **3) Office for Profit**

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

#### **4) Vendor relationship**

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

#### **5) Using Mindtree's time and assets**

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

#### **6) Personal Relationship**

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

#### **7) Equal Opportunity**

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

#### **8) Dating/Romantic/Sexual Relationships**

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

## **9) Personal Behavior**

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

## **10) Breach of Discipline**

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

### **11) Usage of Assets**

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

## 12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

## 13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

## 14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

## Agreed and Accepted

Signature :   
MOHAMED IRFAN N (Jul 8, 2021 19:37 GMT+5.5)

Name : MOHAMED IRFAN N

Date : Jul 8, 2021





# Mindtree Offer Letter

Final Audit Report

2021-07-08

Created:	2021-07-07
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAImSIUoHR034z0X8VJPADJLb4g6XJB8LJ

## "Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
2021-07-07 - 8:41:21 PM GMT- IP address: 20.44.36.220
-  Waiting for Signature by MOHAMED IRFAN N (nirfantry@gmail.com)  
2021-07-07 - 8:41:25 PM GMT
-  Document e-signed by MOHAMED IRFAN N (nirfantry@gmail.com)  
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
Signature Date: 2021-07-08 - 2:07:58 PM GMT - Time Source: server- IP address: 106.195.47.142- Signature captured from device with phone number XXXXXXXX7861
-  Agreement completed.  
2021-07-08 - 2:07:58 PM GMT

**08-09-2021**

**WELCOME LETTER**

**Dear Murugan Elumalai,**

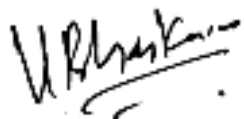
**Welcome to the iLink family. We are excited to extend you an offer to join us as a Software Engineer - Trainee. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Multitech Solutions.**

**At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.**

**The terms and conditions of the employment have been covered in the later part of this letter.**

**We look forward to working with you and wish you a very successful career with us.**

**Warm Regards**



**Uday Bhaskarwar  
Chief People Officer**

**To:**

**Murugan Elumalai,  
34, Kulathumettu Street, Adaiyur,  
Ulundurpet,  
Viluppuram – 607201  
India**

**Sub: Offer Letter**

Dear **Murugan Elumalai,**

We are delighted to offer you the role of **Software Engineer - Trainee** at iLink Multitech Solutions.

The terms of the offer are given below, which, if you accept, will govern your employment.

**1. Salary**

You will be paid a CTC of **Rs.3,75,000 /- (Rupees Three Lakh(s) Seventy-Five Thousand(s) Only)** per annum. The breakup of the Salary is as mentioned in Annexure 2 of this offer letter.

**2. Work Place**

You will initially work from our office in **Chennai**. However, you may be posted to any other place where our office is located or deputed to any of our client's location, during your tenure at iLink.

**3. Duties**

Your duties may vary from time to time depending on the business focus of the Company.

**4. Appraisal**

You will be eligible for salary increase after successfully completing 3 months with iLink. Based on your performance during the initial 3 months, your CTC might be fixed between 3.75 LPA to 4.5 LPA.

You will also be eligible for salary increase up to 5.5 LPA during the subsequent salary revision cycle, the first of which will be the scheduled revision cycle after the completion of the probation period.

**5. Working Hours**

You will be required to work for 5 days a week, minimum 40 hours per week or 9 hours per day depending upon client requirements.

## **6. Probation Period**

You will be on probation for a period of 6 months from the date of joining. Your services will be confirmed after probation provided your performance is found satisfactory during the probation period.

Your employment with **iLink Multitech Solutions** is at-will and either party can terminate the relationship at any time with or without cause and with a notice of 1 month in the first 30 days (look-in period) and a notice of 90 days thereafter.

You are required to join on or before **13-09-2021**.

This offer is valid till **09-09-2021, 5PM. Please email confirmation of acceptance before that date/ time.**

**You should share resignation acceptance from your current organization within 15 days from Offer Letter Acceptance**

The following documents (Original and Photocopy) are required at the time of joining on **13-09-2021**.

- Relieving Letter of last 3 of your previous companies – if experienced
- Last Month Pay Slip of your previous company– if experienced
- Appointment letter of your previous company
- 10th Mark sheet
- 12th Mark Sheet
- UG Mark sheet
- UG Degree Certificate
- PG Mark Sheet ( if any)
- PG Degree Certificate (if any)
- Diploma Certificates (if any)
- Current Address Proof
- Permanent Address Proof
- ID Proof
- Updated Resume
- Pan Card 3 Copies
- 4 Passport Size Photos

## **Annexure: 1**

1. We assume that all the documents you submit will match the information provided in the resume and during the interview process. Any discrepancies might lead to the termination of employment.
2. Relieving letter from your previous company is required for you to join iLink. If relieving letter will be delayed from your previous organization, please submit your resignation acceptance letter. If you are submitting a printout of the mail copy of your Relieving letter/resignation acceptance, please ensure that it is attested by your previous company HR with signature and the company seal.
3. Please read your iLink appointment letter thoroughly and submit the hard copy of the company's original acceptance letter with your signature to HR before you are enrolled into the rolls of the company.



## **Annexure: 2**

<b>CTC STRUCTURE</b>		
	<b>Monthly Salary</b>	<b>Annual Salary</b>
	In Rupees	In Rupees
Basic	11,000.00	1,32,000.00
HRA	5,500.00	66,000.00
Conveyance Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Food Allowance	3,000.00	36,000.00
Leave Travel Allowance	3,166.67	38,000.00
Special Allowance	2,692.33	32,308.00
<b>Total</b>	<b>28,209.00</b>	<b>3,38,508.00</b>
<b>Non-Cash Benefits</b>		
Company's contribution to P.F. (including Administrative Charges)	1,950.00	23,400.00
Medical Insurance	563.00	6,756.00
Gratuity	528.00	6,336.00
<b>Total CTC</b>	<b>31,250</b>	<b>3,75,000</b>

For further clarification, please feel free to contact us.

Yours truly,  
For iLink Multitech Solutions



Uday Bhaskarwar  
Chief People Officer

## **ACCEPTANCE OF OFFER**

I hereby declare that I accept this Offer Letter

Candidate's Signature



**Ref: TCSL/DT20207242847/1446338/Chennai**

**Date: 12 May 2021**

MR. NAVEEN KUMAR SEKAR  
1/180-2, 4th Cross, Vasan City null,  
Somarasampettai, Tiruchirappalli,  
Tamilnadu-620102.  
Tel# 919487409325

**Sub: Joining Letter**

Dear Mr. Naveen Kumar Sekar,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **10th June 2021** , your joining location is **Bangalore** , work location is **Bangalore** and your stream is **IT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



## **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCS. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**



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



**June 21, 2021**

**Letter of Intent**

**Dear Pavithra K**

**Congratulations!!!**

We thank you for your interest in our company and for participating in the interview process. Further to the discussions we have had, we are happy to make you a career opportunity with joining Expleo Solutions Limited as Trainee.

**Details:**

You will be paid a monthly stipend of **₹ 10,000/- Per month** (Rupees Ten Thousand Only).

You will be eligible for the below benefits during the training period of 6 months.

- a. Mediclaim Cover under workman compensation act.
- b. Group Term Life Policy Cover for an amount **5,00,000/-**

The above offer is subject to the following terms and conditions:

1. You being found medically fit at all times.
2. You are submitting true copies of all your scholastic/academic and extra-curricular attainments along with proof of your age and of last drawn salary incase if you have prior experience. The documents that need to be submitted at the time of joining.
3. Please note that as a standard organization procedure we carry out stringent background verification check. The process for the same will be initiated along with the acceptance of this letter of intent. Your joining & the subsequent appointment will be contingent upon successful completion of training program which would be evaluated from time to time. The appointment with Expleo will be based on your Merits and successful completion of training.
4. You will abide by the Business Conduct Guidelines of the company in letter and spirit.
5. You would be expected to learn and perform during the training period of 6 months.
6. You would be under the continuous evaluation process of 6 months and post successful completion of the evaluation you will be an employee of Expleo.
7. You have to read and duly sign the MOA attached to this Letter of Intent.

This letter of intent is valid till **June 22, 2021** before which you are required to confirm your acceptance.

Kindly sign the duplicate copy of this letter to signify your acceptance and confirmation of the above terms and conditions.

Expleo Solutions Ltd.

6A, Sixth Floor, Prince InfoCity II, No. 283/3 & 283/4, Rajiv Gandhi Salai (OMR)

Kandanchavadi, Chennai 600096 • India • T. +91 44 4392 3200

CIN: L64202TN1998PLC066604 • GST No: 33AABCT0976G1ZG



We wish you a very rewarding and successful start with Expleo Solutions Limited.

Yours Sincerely,  
for **Expleo Solutions Limited**

**Manjunathan C**  
**Director - People Services**

**Acknowledgement**

I accept the above Terms and Conditions and will report for work on \_\_\_\_\_.

**Signature:**

**Date:**



## **MEMORANDUM OF AGREEMENT**

**THIS AGREEMENT** is made and entered into this **22<sup>nd</sup>** day of **June** 2021 **BY AND BETWEEN**, M/s EXPLEO SOLUTIONS LIMIED a Company having its Registered office at Prince Infocity II, 6A, 6th Floor, No. 283/3 & 283/4, Rajiv Gandhi Salai (OMR) Kandanchavadi, Chennai – 600096, hereinafter referred to as the COMPANY which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns) and Ms. **Pavithra K** D/o **Kumarasaravanan**, aged **22** yrs, and residing at **1/859 A thupaki nagar, poolangudi colony, trichy-25** hereinafter referred to as "APPRENTICE CUM TRAINEE". which term shall wherever the context mean and include their heirs, executors, administrators, legal representatives, successors and assigns.

WITNESSETH.

Whereas Apprentice cum Trainee has been selected by the Company for undergoing Apprenticeship Training. Consequently, the Company and the Apprentice cum Trainee have registered an apprenticeship agreement dated **June 22<sup>nd</sup>, 2021** in the NAPS Portal wherein Apprentice cum Trainee will be given training in soft skills.

Whereas the said agreement dated does not give any commitment from the company's side to give Apprentice cum Trainee employment with the company.

Whereas during the selection process Apprentice cum Trainee was identified by the Company as one of the candidates with the requisite potential to be employed by the company on the express condition that Apprentice cum Trainee voluntarily opts for and successfully qualifies in the additional training to be imparted by the company in cutting edge technologies.

Whereas imparting of training in such cutting-edge technologies involves significant and substantial training costs which transcends the scope and ambit of basic Apprenticeship training contemplated in the apprenticeship agreement dated.

Whereas in the event of the Apprentice cum Trainee voluntarily opting for training in such cutting-edge technologies in addition to the stipendiary commitment as per the Apprenticeship Agreement dated from the company's side Apprentice cum Trainee will be



offered employment on condition that Apprentice cum Trainee successfully complete the training in the relevant technologies imparted by the Company.

Whereas Apprentice cum Trainee acknowledge and accept that in order to recoup at least partially the resources invested in the training in cutting-edge technologies, the company requires from Apprentice cum Trainee side a commitment to serve the company as a regular employee for at least a minimum period of two years failing which the company shall be entitled to claim and recover the notional cost of training as per this memorandum of agreement:

**NOW THIS AGREEMENT RELATING TO DEPOSIT OF TITLE DEEDS  
WITNESSETH:**

1. Apprentice cum Trainee voluntarily agrees to undergo training in cutting-edge technologies which is over and above the requirements of Apprenticeship training agreement dated **June 22, 2021**.
2. The company on its part agrees to give Apprentice cum Trainee employment on the express condition that Apprentice cum Trainee successfully complete the training imparted by them or their agents in cutting edge technologies
3. Apprentice cum Trainee agree and acknowledge that the Company is investing significant and substantial resources to provide necessary and relevant specialized technical training / training on automation tools and others and also make available specialized and sophisticated equipment, computers, software and support facilities to learn and upgrade Apprentice cum Trainee skill set
4. In consideration of the employment offered by the Company, the Apprentice cum Trainee agrees to serve the company for a minimum period of two years to enable the company to recoup at least partially the resources invested in Apprentice cum Trainee training in cutting-edge technologies.
5. Apprentice cum Trainee hereby agree and accept that in the event of failure to complete the training successfully and thereafter serve the Company as employee for





- i. Minimum period of 12 months from the date of joining, the Apprentice cum Trainee shall be liable to pay the company an amount of **₹ 300000**
  - ii. Has served the company for 12 months from the Date of Joining but has failed to serve 2 years the Apprentice cum Trainee shall be liable to pay **₹ 200000** to the company.
6. In the event of Apprentice cum Trainee committing any breach of this memorandum of agreement, the Apprentice cum Trainee hereby binds himself to pay and compensate the Company as mentioned in Clause 5 supra, within 15 days after the receipt of notice or letter of claim from the Company, together with interest at 18 % per annum on from the date of breach of contract till realization in the event of Apprentice cum Trainee committing any such breach of contract.
7. Both the parties hereby agree and accept that this agreement is in addition to the basic apprenticeship agreement dated which governs the stipend and other benefits payable by the Company and the mutual obligations agreed to herein are in addition to the said apprenticeship agreement dated.
8. Notwithstanding the Apprenticeship agreement dated **June 22, 2021** the both parties agree and accept that All questions, differences or disputes whatsoever which may arise between Parties and or their Personnel in connection with the terms and conditions stated in this MOA whether as to construction or otherwise, shall be in the first instance tried to be settled thru discussion and conciliation. On the failure of efforts at conciliation either party may refer the matter to arbitration by a Sole Arbitrator to be appointed by the Company. The said proceeding shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 or any re-enactment or statutory modification thereof for the time being in force whose decision shall be final and binding on the parties to the Agreement. The venue of Arbitration shall be at Chennai and the language of arbitration shall be English. The arbitration cost shall be borne equally by the Company.
9. Notwithstanding the foregoing the parties shall have the right to bring judicial proceedings to obtain injunctive relief at any time during the pendency of



arbitration proceedings u/s 9 of the Arbitration & Conciliation Act, 1996 as amended from time to time.

10. The Courts in Chennai, India will have exclusive jurisdiction.

IN WITNESS WHEREOF, the parties have set their hands and seals on the date first above written.

for Expleo Solutions Limited

Apprentice cum Trainee

**Manjunathan C**  
**Director - People Services**

**Signature**

Acknowledgement

I accept the above Terms and Conditions and will report for work on \_\_\_\_\_.

Signature:

Date:



22-Mar-2021

**Dear Prahathish B,**  
B.Tech/B.E., Electronics and Electrical Engineering  
Saranathan College of Engg (SCE), Tiruchirappalli

**Candidate ID – 15411549**

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

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

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

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

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

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Prahathish B **Designation:** Programmer Analyst Trainee

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

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

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

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

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.



July 26, 2021

HRD/3T/21-22/1001714851

Mr. Praveen Ravichandran  
Candidate ID: 1001714851  
No.307  
Rasampalayam West, Manachanallur  
Tiruchirappalli - 621005  
Tamil Nadu  
India  
Ph: (91) 97880 52449

Dear Praveen,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **October 4, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at [offer\\_update@infosys.com](mailto:offer_update@infosys.com).

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**



## **APPOINTMENT LETTER**

December 7, 2021

Dear PRAVEENKUMAR K,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

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

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

### **3. Other Benefits:**

You will also be eligible for:



- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](https://mywipro.wipro.com)

#### 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
  - i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
  - v. You have any pending backlogs/ arrears on the date of appointment.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

**10. Training Agreement:**

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

**11. Notice Period & Termination:**

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

**ANNEXURE I****DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

### **Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
  - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c. Unauthorized disclosure or communication of UPSI.
  - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

### **ANNEXURE II**

### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I PRAVEENKUMAR K, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

### ANNEXURE III

#### SALARY OFFER SHEET

**Name: PRAVEENKUMAR K**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

### ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

## **ANNEXURE – V**

### **Variable Pay - A BRIEF OVERVIEW**

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2021-22.

## **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

### **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other

charges for pre-paid connections will be eligible under this head.

### 3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

### 4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

### 5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

## **Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

## **Travel, Accommodation, Food & Other Miscellaneous Expenses**

### **Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

### **Accommodation, Food & other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

## **SUMMARY SOCIAL SECURITY & OTHER BENEFITS\***

### **Medical**

1. **Medical Assistance Program (MAS)\*\*:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Health check:** Company paid Annual health check-up program is available for employees above 40 years of age.

**Gratuity Benefit\*\*:** Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws

**Survivor Benefit Pension Program\*\*:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

**Loans:**

**Interest Free Loan:** An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

**Contingency Loan:** An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

## 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.



## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept

Decline

Signature PRAVEENKUMAR K 7/12/2021 8:02 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited**

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

T :+91 (80) 2844 0011

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

21386672



20-Jan-2021

Pravin Kumarn

**B.Tech/B.E. Electronics and Electrical Engineering**  
**Saranathan College of Engineering**

**Dear Pravin,**

Further to our offer for the position of Programmer Analyst Trainee and in response to your confirmation into the Internship opportunity we had extended, we are pleased to offer you an **Internship** with us for **a period of 3 to 6 months**, during which you will be offered a stipend Amount of **INR 12000/-** per month based on the Internship performance and completion.

Actual Internship dates and duration would be based on the business demand aligned skill tracks offered to you and would be shortly communicated to you.

Cognizant Internship being a pre joining skill and capability development program, it would form a critical part of your employment with Cognizant.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The performance during Internship would be monitored through formal evaluations.

The Cognizant Internship completion would qualify as the entry criteria to your post joining training program and would be used as basis towards your allocation to projects/roles.

Prior to joining Cognizant, you must successfully complete the prescribed Internship program. In event of non-completion of the Internship, Cognizant may at its sole discretion revoke this offer of employment.

Please also note that:

- The Internship Training will be done from Monday through Friday for 8 hours from 9 am to 6 pm (IST).
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with attendance requirements. Pre-approvals are to be sought towards unavoidable leave or break requests from the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship plan
- Cognizant reserves clauses regarding IT infra if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant GenC program terms and conditions from time to time

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

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa

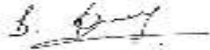
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

I accept the terms and conditions of the offer as mentioned above.

**Signature:**

**Date:**

December 02, 2021

To  
Mr Pravinraj

This has reference to your application and your subsequent interview with us. We are happy to offer you the position of **Programmer Trainee (Grade 1 - Level 1)** in our company with effect from December 02, 2021. The basic terms and conditions of your appointment are given below:

1. You will receive a **Total Annual Compensation** of Rs.2,75,000/- (Rupees Two Lakh and Seventy Five Thousand) only per annum. (See Annexure for further details)
2. You will be on probation for a period of six months from the date of joining, at the end of which, if your services are found satisfactory, you will be confirmed on the permanent rolls of the company. The company may however extend the probationary period, if required.
3. During the period of probation either party may terminate the employment by giving thirty days' notice. After confirmation, such termination can only be by giving ninety days' notice or salary in lieu thereof. The company shall have the right to terminate the employee for cause(s) such as breach of company rules, misconduct or non-performance. Also the company shall not be obligated to make payment of any compensation to employee other than earned but unpaid salary through the date of termination.
4. Your appointment will be subject to your medical fitness at the time of joining and at any time thereafter during the tenure of your employment with the company. The company reserves the right at all times, to direct you to undergo a medical check-up to ascertain your continued fitness for the job.
5. You will be governed by the service rules of the company as applicable from time to time.
6. You will be required to work for a minimum of eight hours a day, but the company reserves the right, due to exigencies of work, to increase the working hours as and when required.
7. The other terms and conditions of employment including perquisites and allowances are detailed in the Annexure to this letter.
8. In view of the nature of the company's business, you may be assigned to different locations both within India and abroad at the client's work place. When you are assigned for an abroad (onsite) assignment, your salary structure may be revised based on the country of travel. Please note that on an abroad (onsite) assignment you are required to complete the assignment before returning to India (HO). If you are not able to complete the full term of the assignment due to any personal reasons and wish to return you will have to get prior approval from the management. In spite of approval, replacement cost, and/ or any business losses or any other direct/ indirect expenses shall be recovered from you as decided by the management.

9. Before proceeding on an overseas assignment, you will be required to give the company a written undertaking to render dedicated service to the client; to complete the work/project assigned to you and timely return to resume work in India. You will carry out assignments/projects entrusted to you from time to time with due diligence, devotion and also maintain the company's image as providers of quality software and services. You will also serve the company for a period of minimum two years after completion of any such overseas assignment.
10. You will devote the whole of your time, attention and ability to the business of the company and will observe all rules and regulations as applicable to you from time to time. You should not accept any employment, part-time or otherwise, or be interested directly or indirectly in any activity likely to affect or compete with those in which company is interested.
11. This position holds continuous responsibility and does not entail payment for overtime worked.
12. You may be selected and sponsored by the company for training programs with the company's associates or other institutions abroad. You will, diligently and beneficially, take part in such training and assignments. The cost of such overseas training which includes travel fare and related expenses will be borne by the company, subject to agreement with the company that you will continue to serve the company after such training, for a minimum period as may be stipulated.
13. All programs, system designs, manuals, literature etc. developed by you during your service at the company will, at all times, be deemed to be the sole property of the company.
14. The Information that is shared in the course of work is confidential in nature and the same should not be disclosed outside the project team. All efforts must be taken to ensure data security in line with the organizational policies that are in force.
15. Except as authorized in writing by the company, you will not duplicate any software / document belonging to the company or take them out of the company's premises for your personal use. You will not also load any unauthorized software either in the computers at the company's premises or at the client's premises except with the prior approval and authorization by the company to do so.
16. Any technical and non-technical information of confidential nature concerning the company, its associates or clients and their products and services, must not be communicated directly or indirectly to any person, firm or company that are not entitled or authorized to receive the same during and after your service with the company.
17. During employment and for a period of three (3) years immediately following the termination of employment with SRM Technologies Pvt. Ltd (Employer), regardless of the reason for or circumstances of such termination, Employee shall not, directly or indirectly, for himself or herself, individually, jointly or as a partner, employee, agent or otherwise seek employment or to do business with any client of the Employer on whose accounts Employee worked at any time during employment, or any other client for which the Employer is performing services at the time of Employee's termination of employment.

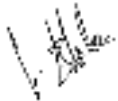


18. You will understand and abide by the Information Security Policy which is in effect at the company.
19. This appointment will be void if any supporting document submitted by you is found to be false.
20. On accepting this offer for the position of “Programmer Trainee (Grade 1 - Level 1)”, you will be required to enter into a continuous service agreement with us that has been already brought to your notice.
21. Retirement Age  
All employees will retire from the service of the company on completing fifty-eight years of age. For this purpose, age as recorded with the company at the time of appointment shall be considered as final and binding.
22. Certificates/Other documents  
You are required to bring photocopy of the following documents for our record, if not submitted earlier to us.
  - Certificate of Date of Birth
  - Educational Certificate
  - Relieving letter from previous employer, wherever applicable
  - Salary certificate from previous employer, wherever applicable
  - Recent passport-size photographs (four)
  - Two copies of relevant pages of your passport
  - Employees Provident Fund details (If you are already a member of EPF)

A copy of this offer letter is herewith enclosed. Please sign and return one copy as a token of your acceptance.

We welcome you on board and look forward to a long term employment with us.

Yours faithfully,  
For SRM Technologies Pvt Ltd



Bala Vummidi  
Vice President – Human Resources

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

---

*Signature*

---

*Date*



**Annexure to offer letter dated December 02, 2021**

Name of the Employee : **Mr Pravinraj**  
Designation : **Programmer Trainee (Grade 1 - Level 1)**  
Probation period : **Six Months**

Your salary details are as indicated below:

<b>Head</b>	<b>Per Month (Rs.)</b>	<b>Per Annum (Rs.)</b>
Basic	11,459.00	137,508.00
HRA	5,730.00	68,760.00
Other Allowances	3,928.00	47,136.00
<b>Gross Salary (A)</b>	<b>21,117.00</b>	<b>253,404.00</b>
PF - Company Contribution (B)	1,800.00	21,600.00
<b>Cost to Company (A+B)</b>	<b>22,917.00</b>	<b>2,75,000.00</b>

**Note:**

Mediclaim Insurance & Personal Accident Insurance

Company provides Mediclaim Insurance (for a maximum of Rs.3 lakhs only) and Personal Accident Insurance coverage (for a maximum of Rs.2 lakhs only) as a benefit on top of compensation.

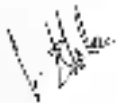
Provident fund

An employee will become a member of the Employees' Provident Fund immediately from the date of joining. The present rate of provident fund contribution by the company is 12% of basic salary or Rs.1,800 whichever is lesser.

Gratuity

The employees who have rendered continuous service with company for not less than 5 years are eligible for Gratuity. The payment of gratuity (on superannuation/retirement/resignation/termination for cause/death/disablement, etc.) will be as per Gratuity Act, 1972.

Yours faithfully,  
For SRM Technologies Pvt Ltd



Bala Vummidi  
Vice President – Human Resources

I have read, understood and I accept the terms and conditions mentioned above in the annexure to this letter.

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

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



22-Mar-2021

Dear Raghavendran S,  
B.Tech/B.E., Electronics and Electrical Engineering  
Saranathan College of Engg (SCE), Tiruchirappalli

**Candidate ID – 15411564**

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

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

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

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

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

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.



### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

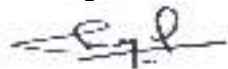
### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**



**23-Nov-2021**

**Dear Rakesh K,**  
B.E., Electrical & Electronics Engineering  
Saranathan College of Engineering, Tiruchirappalli

**Candidate ID – 18985636**

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

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

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

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Rakesh K **Designation:** Programmer Analyst Trainee

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

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

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

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

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

## Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Rakesh K, 22, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

### 1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### **4. Confidentiality**

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### **5. Data Protection**

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### **6. Work Schedule**

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## **7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## **8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## **10. Representations and Warranties**

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;



c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## **11. Indemnity**

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## **12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## **13. Unauthorized Absence**

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## **14. Retirement**

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

## 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

## 17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

## 18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

## 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited    Rakesh K**

Sign: \_\_\_\_\_  
Name:

Sign: \_\_\_\_\_  
Name:



**23-Nov-2021**

**Dear Ravichandran P,**  
B.E., Electrical & Electronics Engineering  
Saranathan College of Engineering, Tiruchirappalli

**Candidate ID – 18985326**

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

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

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

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Ravichandran P **Designation:** Programmer Analyst Trainee

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

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

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

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

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

## Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Ravichandran P, 21, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

### 1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### **4. Confidentiality**

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### **5. Data Protection**

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### **6. Work Schedule**

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per



any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## **7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## **8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## **10. Representations and Warranties**

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## **11. Indemnity**

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## **12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## **13. Unauthorized Absence**

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## **14. Retirement**

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

## 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

## 17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

## 18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

## 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited    Ravichandran P**

Sign: \_\_\_\_\_  
Name:

Sign: \_\_\_\_\_  
Name:



23-Nov-2021

Dear Roshini R,  
B.E., Electrical & Electronics Engineering  
Saranathan College of Engineering, Tiruchirappalli

Candidate ID – 17925443

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

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

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

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focus primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

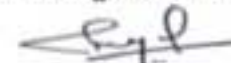
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**



**June 08, 2021**

**Letter of Intent**

**Dear Sakthi**

**Congratulations!!!**

We thank you for your interest in our company and for participating in the interview process. Further to the discussions we have had, we are happy to make you a career opportunity with joining Expleo Solutions Limited as Trainee.

**Details:**

You will be paid a monthly stipend of **₹ 10,000/- Per month** (Rupees Ten Thousand Only).

You will be eligible for the below benefits during the training period of 6 months.

- a. Mediclaim Cover under workman compensation act.
- b. Group Term Life Policy Cover for an amount **5,00,000/-**

The above offer is subject to the following terms and conditions:

1. You being found medically fit at all times.
2. You are submitting true copies of all your scholastic/academic and extra-curricular attainments along with proof of your age and of last drawn salary incase if you have prior experience. The documents that need to be submitted at the time of joining.
3. Please note that as a standard organization procedure we carry out stringent background verification check. The process for the same will be initiated along with the acceptance of this letter of intent. Your joining & the subsequent appointment will be contingent upon successful completion of training program which would be evaluated from time to time. The appointment with Expleo will be based on your Merits and successful completion of training.
4. You will abide by the Business Conduct Guidelines of the company in letter and spirit.
5. You would be expected to learn and perform during the training period of 6 months.
6. You would be under the continuous evaluation process of 6 months and post successful completion of the evaluation you will be an employee of Expleo.
7. You have to read and duly sign the MOA attached to this Letter of Intent.

This letter of intent is valid till **June 11, 2021** before which you are required to confirm your acceptance.

Kindly sign the duplicate copy of this letter to signify your acceptance and confirmation of the above terms and conditions.

Expleo Solutions Ltd.

6A, Sixth Floor, Prince InfoCity II, No. 283/3 & 283/4, Rajiv Gandhi Salai (OMR)

Kandanchavadi, Chennai 600096 • India • T. +91 44 4392 3200

CIN: L64202TN1998PLC066604 • GST No: 33AABCT0976G1ZG



We wish you a very rewarding and successful start with Expleo Solutions Limited.

Yours Sincerely,  
for **Expleo Solutions Limited**

**Manjunathan C**  
**Director - People Services**

**Acknowledgement**

I accept the above Terms and Conditions and will report for work on \_\_\_\_\_.

**Signature:**

**Date:**



## **MEMORANDUM OF AGREEMENT**

**THIS AGREEMENT** is made and entered into this **11<sup>th</sup>** day of **June** 2021 **BY AND BETWEEN**, M/s EXPLEO SOLUTIONS LIMIED a Company having its Registered office at Prince Infocity II, 6A, 6th Floor, No. 283/3 & 283/4, Rajiv Gandhi Salai (OMR) Kandanchavadi, Chennai – 600096, hereinafter referred to as the COMPANY which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns) and Mr. **Sakthi S/O Varatharajan**, aged **21** yrs, and residing at **11, Kamatchi Amman Kovil Street, Woraiyur, Trichy - 620003** hereinafter referred to as "APPRENTICE CUM TRAINEE". which term shall wherever the context mean and include their heirs, executors, administrators, legal representatives, successors and assigns.

WITNESSETH.

Whereas Apprentice cum Trainee has been selected by the Company for undergoing Apprenticeship Training. Consequently, the Company and the Apprentice cum Trainee have registered an apprenticeship agreement dated **June 11<sup>th</sup>, 2021** in the NAPS Portal wherein Apprentice cum Trainee will be given training in soft skills.

Whereas the said agreement dated does not give any commitment from the company's side to give Apprentice cum Trainee employment with the company.

Whereas during the selection process Apprentice cum Trainee was identified by the Company as one of the candidates with the requisite potential to be employed by the company on the express condition that Apprentice cum Trainee voluntarily opts for and successfully qualifies in the additional training to be imparted by the company in cutting edge technologies.

Whereas imparting of training in such cutting-edge technologies involves significant and substantial training costs which transcends the scope and ambit of basic Apprenticeship training contemplated in the apprenticeship agreement dated .

Whereas in the event of the Apprentice cum Trainee voluntarily opting for training in such cutting-edge technologies in addition to the stipendiary commitment as per the Apprenticeship Agreement dated from the company's side Apprentice cum Trainee will be





offered employment on condition that Apprentice cum Trainee successfully complete the training in the relevant technologies imparted by the Company.

Whereas Apprentice cum Trainee acknowledge and accept that in order to recoup at least partially the resources invested in the training in cutting-edge technologies, the company requires from Apprentice cum Trainee side a commitment to serve the company as a regular employee for at least a minimum period of two years failing which the company shall be entitled to claim and recover the notional cost of training as per this memorandum of agreement:

**NOW THIS AGREEMENT RELATING TO DEPOSIT OF TITLE DEEDS  
WITNESSETH:**

1. Apprentice cum Trainee voluntarily agrees to undergo training in cutting-edge technologies which is over and above the requirements of Apprenticeship training agreement dated **June 11, 2021**.
2. The company on its part agrees to give Apprentice cum Trainee employment on the express condition that Apprentice cum Trainee successfully complete the training imparted by them or their agents in cutting edge technologies
3. Apprentice cum Trainee agree and acknowledge that the Company is investing significant and substantial resources to provide necessary and relevant specialized technical training / training on automation tools and others and also make available specialized and sophisticated equipment, computers, software and support facilities to learn and upgrade Apprentice cum Trainee skill set
4. In consideration of the employment offered by the Company, the Apprentice cum Trainee agrees to serve the company for a minimum period of two years to enable the company to recoup at least partially the resources invested in Apprentice cum Trainee training in cutting-edge technologies.
5. Apprentice cum Trainee hereby agree and accept that in the event of failure to serve the Company as employee for
  - i. Minimum period of **12 months** from the date of joining, the Apprentice cum Trainee shall be liable to pay the company an amount of **₹ 300000** (Three Lakhs Only)



- ii. Has served the company for **12 months** from the Date of Joining but has failed to serve **2 years** the Apprentice cum Trainee shall be liable to pay **₹ 200000 (Two Lakhs Only)** to the company.
6. In the event of Apprentice cum Trainee committing any breach of this memorandum of agreement, the Apprentice cum Trainee hereby binds himself to pay and compensate the Company as mentioned in Clause 5 supra, within 15 days after the receipt of notice or letter of claim from the Company, together with interest at 18 % per annum on from the date of breach of contract till realization in the event of Apprentice cum Trainee committing any such breach of contract.
7. Both the parties hereby agree and accept that this agreement is in addition to the basic apprenticeship agreement dated which governs the stipend and other benefits payable by the Company and the mutual obligations agreed to herein are in addition to the said apprenticeship agreement dated
8. Notwithstanding the Apprenticeship agreement dated both the both parties agree and accept that All questions, differences or disputes whatsoever which may arise between Parties and or their Personnel in connection with the terms and conditions stated in this MOA whether as to construction or otherwise, shall be in the first instance tried to be settled thru discussion and conciliation. On the failure of efforts at conciliation either party may refer the matter to arbitration by a Sole Arbitrator to be appointed by the Company. The said proceeding shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 or any re-enactment or statutory modification thereof for the time being in force whose decision shall be final and binding on the parties to the Agreement. The venue of Arbitration shall be at Chennai and the language of arbitration shall be English. The arbitration cost shall be borne equally by the Company.
9. Notwithstanding the foregoing the parties shall have the right to bring judicial proceedings to obtain injunctive relief at any time during the pendency of arbitration proceedings u/s 9 of the Arbitration & Conciliation Act, 1996 as amended from time to time.
10. The Courts in Chennai, India will have exclusive jurisdiction.

**[ expleo ]**

IN WITNESS WHEREOF, the parties have set their hands and seals on the date first above written.

for Expleo Solutions Limited

Apprentice cum Trainee



**Manjunathan C**  
**Director - People Services**

**Signature**

Acknowledgement

I accept the above Terms and Conditions and will report for work on \_\_\_\_\_.

Signature:

Date:



22-Mar-2021

**Dear Samuel Raj S,**  
B.Tech/B.E., Electronics and Electrical Engineering  
Saranathan College of Engg (SCE), Tiruchirappalli

**Candidate ID – 15411565**

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

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

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

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

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

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

**Compensation and Benefits**

**Name:** Samuel Raj S **Designation:** Programmer Analyst Trainee

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

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

**Leave & Vacation:**

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

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

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.



**Offer: Computer Consultancy**

**Ref: TCSL/DT20207204067/Chennai**

**Date: 05/08/2021**

Ms. Sankari S  
No 6 School Street,  
Ponmalaipatti,  
Tiruchirappalli-620004,  
Tamilnadu.  
Tel# 91-8778661162

Dear Sankari 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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. 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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**

**TCSL/DT20207204067**

1

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

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

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

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





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

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

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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**TCSL/DT20207204067**

**3**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

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



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

## **2. Higher Hospitalisation**

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

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

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

## **Maternity Leave**

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

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

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

## **Loans**

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

## **Professional Memberships**

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior



written permission of TCSL.

## 9. Confidentiality Agreement

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

## 10. Service Agreement

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

## 11. Overseas International Assignment Agreement

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

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

## 12. Terms and Conditions

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

## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

#### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

#### **15. Retirement**

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

#### **16. Pre-employment Medical Certificate**

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

#### **17. Employment of Non Indian Citizens**

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

#### **18. Background Check**

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



## 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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





- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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



## **24. Data Privacy Clause:**

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

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

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

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

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

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



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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

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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Sankari S</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

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

# 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 / Xperience Program.

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

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

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



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 7, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

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

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

#### **8. No License**

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





## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



## **APPOINTMENT LETTER**

September 13, 2021

Dear SHALINI SRIDHAR,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

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

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

### 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](https://mywipro.wipro.com)

### 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

## 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
  - i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **10. Training Agreement:**

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### **11. Notice Period & Termination:**

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

#### **12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

#### **ANNEXURE I**

### **DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

#### **Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

### **Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
  - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c. Unauthorized disclosure or communication of UPSI.
  - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

## ANNEXURE II

### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I SHALINI SRIDHAR, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

## ANNEXURE III

### SALARY OFFER SHEET

**Name: SHALINI SRIDHAR**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>



<b>Total Cost to Company per annum</b>	<b>3,50,004</b>
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\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

#### **ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

#### **ANNEXURE – V**

##### **Variable Pay - A BRIEF OVERVIEW**

##### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2021-22.

#### **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

##### **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

##### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

##### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

**1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

**2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

**3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

**4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

**5. New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

**Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

**Travel, Accommodation, Food & Other Miscellaneous Expenses**

**Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

**Accommodation, Food & other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

### **SUMMARY SOCIAL SECURITY & OTHER BENEFITS\***

#### Medical

1. Medical Assistance Program (MAS)\*\*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

#### Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws

#### Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

#### Loans:

**Interest Free Loan:** An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

**Contingency Loan:** An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

### 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept

Decline

 **Signature SHALINI SRIDHAR 13/9/2021 11:15 AM**

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited**

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

**T** :+91 (80) 2844 0011

**F** :+91 (80) 2844 0054

**E** :info@wipro.com

**W** :wipro.com

**C** :L32102KA1945PLC020800

20903938



**Offer: Computer Consultancy**

**Ref: TCSL/DT20217825114/Lucknow**

**Date: 11/12/2021**

Mr. Shyaam Prasath V Shyaam Prasath  
6/482Taj Nagar,  
Gundur,  
Tiruchirappalli-620007,  
Tamilnadu.  
Tel# 91-9361165251

Dear Shyaam Prasath V Shyaam Prasath,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**

**TCSL/DT20217825114**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com

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

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



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

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

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

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

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

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.





ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior



written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to



serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



## 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Shyaam Prasath V Shyaam Prasath</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Nurnber 7, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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**OFFER & APPOINTMENT LETTER**

**Offer Release Date: January 12, 2022**

**Sirisha S**  
**30 Pappa nagar**  
**Thanjavur, Tamil Nadu**

Dear Sirisha S,

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in HCL Technologies Ltd. ( herein referred as "HCL" or "Company") we are pleased to inform you that you have been selected for employment in our organization as **MEMBER TECHNICAL STAFF**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

We take this opportunity to thank & appreciate your decision to join HCL. You are requested to join us on or before **January 24, 2022**.

You will be on probation for a period of **6 months** from the date of your joining. Your compensation would be as outlined in a separate document "**Salary Structure**". The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to furnish photocopies of the original documents and other listed information in **Annexure III**. Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation and appointment process at HCL. **Annexure I** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap ( Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiters email id- **Swathi-b@hcl.com** , failing which the offer will stand null and void.

This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by HCL. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us complete the necessary pre-employment check on time and enable you on-board us.

Any change in the date of joining needs to be communicated to the concerned recruiter at least one week in advance.

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Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

For **HCL Technologies Ltd.,**







Amrita Das

Vice President, Head-Global Rewards

## ANNEXURE I

### EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

-  Basic Salary
-  Monthly Allowances
-  Variable Pay
-  Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

#### **BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

#### **MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

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- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

**Performance Bonus (PB):** You will be eligible to Performance bonus of << Currency >> < PB >> per annum. Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable to you at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per our Performance review and Reward cycle.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

### **RETIRALS & INSURANCES BENEFIT**

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.

- By default the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

### **Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

## ANNEXURE II

### Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

### **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

#### **1. Location**

Your joining location will be Coimbatore.

#### **2. Medical Check up**

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.

#### **3. Increments and promotions**

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 6 months from date of joining. Subsequently, your annual performance

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appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

#### 4. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **three months** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

#### 5. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

#### 6. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

#### 7. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

#### 8. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or

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abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

### **9. Deputation/ Transfer**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

### **10. Retirement**

You will retire from service on attaining superannuation at the age of 55 years.

### **11. Other benefits**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

### **12. Correctness of the Details Furnished**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

### **13. Data Protection:**

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

### **14. Other Rules and Regulations of the Company**



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Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**Annexure III****LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL****PRE-EMPLOYMENT BACKGROUND VERIFICATION**

<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required

**Additional documents (To be submitted on request)**

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

**List of Documents required for joining-induction day**

<b>S. No</b>	<b>Document Check List</b>	<b>Number of Photocopies</b>
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	2
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Relieving Letter/ Resignation Acceptance-FOR EXPERIENCED EMPLOYEES (With LAST WORKING DATE clearly mentioned - From Immediate LAST EMPLOYER ONLY )	1

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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4	PAN Card	2
5	Passport – First and last page – Name and Date of Birth Proof.	2
6	10 <sup>th</sup> Mark Sheet	1
7	12 <sup>th</sup> Mark Sheet	1
8	<b>Address Proof:</b> Any Govt. photo ID / address proof e.g. Passport, Driver's License, Voter ID card, electricity bill of last 3 months, etc. *Please note that we do not accept the Aadhaar Card as ID or address proof.	2
9	Highest Qualification Mark-sheets/Degree/ PDC - For Fresher's Only	1
10	Passport Size Photographs (white background)	7

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.

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**Annexure IV**

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following

**Location of HCL Onboarding Team for joining formalities:**

<b>S. No</b>	<b>Location</b>	<b>Address</b>
<b>1</b>	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
<b>2</b>	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
<b>3</b>	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
<b>4</b>	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
<b>5</b>	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
<b>6</b>	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
<b>7</b>	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
<b>8</b>	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
<b>9</b>	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
<b>10</b>	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
<b>11</b>	Coimbatore	State Street HCL Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
<b>12</b>	Vijayawada	State Street HCL Services Private Limited Medha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

In event of you having to relocate from another city the Company will provide accommodation for yourself and immediate family at the company guest house for the initial 15 days, the cost of which will be borne by the company. Any extension of the guest house accommodation will be subject to availability of rooms and approval from the reporting manager. The cost for the extended days of stay will be borne by you.

This offer and Appointment letter with all the enclosures and Annexures are completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding apart from this.

If there are any components mentioned in the letter which are other than regular CTC, they need to be claimed within 6 months of joining/ as specified under related policies of the Company.

For **HCL Technologies Ltd.**,

**HCL TECHNOLOGIES LTD.**

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Amrita Das

Vice President, Head-Global Rewards



# Rewarding Performance

## COST TO COMPANY(CTC) FOR Sirisha S

Email: sirishasri1999@gmail.com

Band: E1

Designation: MEMBER TECHNICAL STAFF

Issued Date: Tuesday, January 11, 2022

### Monthly Components (In Rs.)

Basic Salary	15069
House Rent Allowance/Company Leased Accomodation	7535
Holiday Allowance	1447
<b>TOTAL: Monthly (A)</b>	<b>24051</b>
<b>TOTAL: Monthly : Annualised (B)</b>	<b>288612</b>

### Annual Components (In Rs.)

Provident Fund	21699
Gratuity	8694
Insurance & Medical Benefits	10000
<b>TOTAL: Annual : (C)</b>	<b>40393</b>

### Variable Components(In Rs.)

Performance Bonus @ 100% achievement levels+	21000
<b>TOTAL: Variable Components : (D)</b>	<b>21000</b>
<b>Total Annual Earning Opportunity (B) + (C) + (D)</b>	<b>350005</b>

<b>\$ INSURANCE &amp; MEDICAL BENEFITS (in Rs.)</b>	<b>MAX SUB-LIMITS (per annum)</b>
Hospitalization cost reimbursement limit	360000
Term life Insurance Cover##	2000000
Disability cover due to accident (upto)	1800000

+ Year-end Performance Bonus is not payable on prorata basis in the event of employee leaving the organization prior to the completion of the performance review cycle.

## The EDLI coverage of INR 602,000 is over & above the Term Life Insurance coverage defined above.

Holiday Allowance can be converted into LTA. Please refer guidelines and contact the respective HR Representative.

All personal tax liability arising out of compensation and joining expense (if any) will be borne solely by the employee.

#### NOTE :

All salary components are governed by the company policies and statutory guidelines.

This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager



22-Mar-2021

**Dear Srijah R,**  
B.Tech/B.E., Electronics and Electrical Engineering  
Saranathan College of Engg (SCE), Tiruchirappalli

**Candidate ID – 15411567**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500** /- as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



### Compensation and Benefits

**Name:** Srijah R **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Candidate ID: 4909979 /935477,

Date of Joining: 09/09/2021,

Joining Location: Chennai,

Designation: Analyst,

**Dear R S Sriram,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Chennai office, for joining formalities as per the address mentioned below:

**Address**

455, ANNA SALAI, TEYNAMPET

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
	<p>Employment Documents:</p> <p><b><u>Current Employment( Immediate Previous)</u></b>  a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>2. b) Payslips for last 3 months  c) Form 16  d) Salary Account 6 months Bank Statement  e) Letter of appointment/Offer letter from employer which captures start date</p> <p><b><u>Previous Employment</u></b>  Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><b><u>Education Documents</u></b>  a) 10 Marksheet and certificate.  b) 12th marksheet and Certificate.  c) Graduation Marksheets and certificate/Diploma certificate.  d) Post-Graduation Marksheets and degree certificate(If applicable)  e) Any other relevant certificate</p>
4.	<p><b><u>Proof of identity/ Address</u></b>  a) PAN Card  b) AADHAR Card  c) Passport  In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs</p> <p>4. i) Voters Id  ii) Driving License  iii) Ration card  iv) Electricity Bills  v) Gas card  vi) Notarized Self Affidavit</p>
5.	Passport size photographs(6 nos)
6.	<p><b><u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u></b>  a) Form 16/Form 26AS  b) Bank statement for 6 months  c) Shop License</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15AM, and contact security at the main gate for your entry pass.

Best Regards,  
Team HR

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## EMPLOYMENT OFFER LETTER

Capgemini Ref: 4909979 /935477,

09/08/2021,

R S Sriram  
Trichy,  
Trichy ,Tamil Nadu,  
India

Confidential

**Dear R S Sriram,**

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **09/09/2021** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Chennai**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh and Two only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakhs Eighty Thousand and Six only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

## Annexure - A

R S Sriram

Analyst

Total Cost to Company (CTC).

**Rs.300,002.00**

Monthly Components	Per Month	Annualized
Basic	Rs 15,000.00	Rs 180,000.00
House Rent Allowance	Rs. 3,679.00	Rs 44,148.00
Other Allowances and Reimbursements – 1 #	Rs. 0	Rs.0
Other Allowances and Reimbursements – 2 +	Rs. 0	Rs. 0
Advance Statutory Bonus	Rs. 3,149.00	Rs. 37,788.00
<b>Gross monthly salary</b>	<b>Rs.21,828.00</b>	<b>Rs. 261,936.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs 8,664.00
<b>Total Fixed Compensation</b>		<b>Rs.292,200.00</b>
<b>Total Cash Compensation</b>		<b>Rs.292,200.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 7,802.00</b>
Capgemini contribution to ESI		Rs.0.00

Total Cost to Company		Rs. 300,002.00
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### Annexure - B

R SSriram

Analyst

Total Cost to Company (CTC).

Rs.380,006.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.1,80,000.00
House Rent Allowance	Rs.9,000.00	Rs108,000.00
Other Allowance and Reimbursement - 1	Rs.1,199.00	Rs.14,388.00
Other Allowance and Reimbursement - 2	Rs.147.00	Rs.1,764.00
Advanced Statutory Bonus	Rs.3,149.00	Rs.37,788.00
<b>Gross monthly salary</b>	<b>Rs.28,495.00</b>	<b>Rs.341,940.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)	Rs.722.00	Rs.8,664.00
<b>Total Fixed Compensation</b>	<b>Rs.31,017.00</b>	<b>Rs.372,204.00</b>
<b>Total Cash Compensation</b>	<b>Rs.31,017.00</b>	<b>Rs.372,204.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Capgemini contribution to ESI		Rs.0.00



<b>Total Cost to Company</b>		<b>Rs.380,006.00</b>
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# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

<b>Other Allowance &amp; Reimbursements - 1</b>	<b>Annualized</b>
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

<b>Other Allowance &amp; Reimbursements - 2</b>	<b>Annualized</b>
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.

4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the component
- # All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements - 2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company;
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
- g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
- i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 30-November-2021, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.  
You fill the complete Back ground verification link given along with the welcome mail of the offer.

- j. You have achieved minimum 60% aggregate in all semesters of your graduation.
- k. You submit the following mandatory documents before the date of joining..
  1. Highest Degree/Provisional Certificate and Final year Mark sheet.
  2. In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.
- l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,  
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi  
Mumbai, Maharashtra 400708

Email: [hremployeeservices.in@capgemini.com](mailto:hremployeeservices.in@capgemini.com)

You are required to treat this letter 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.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh  
Head - Talent Acquisition & Resourcing

## Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter 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 Letter 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.

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Name: R S Sriram

Date: 09/08/2021

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. **CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem

- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

## **2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

## **3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

## **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

## **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.



5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;

- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## **7. INTELLECTUAL PROPERTY:**

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights),

including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and

market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

## **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## **9. RETIREMENT/TERMINATION:**

### **a.) Retirement**

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

### **b.) Notice Period/Termination**

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

## 10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

## 11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.



2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature  
Date:



29-Jan-2021

**Subalakshmi G**

**B.Tech/B.E. Electronics And Electrical Engineering  
Saranathan College of Engineering**

**Dear Subalakshmi,**

Further to our offer for the position of Programmer Analyst Trainee and in response to your confirmation into the Internship opportunity we had extended, we are pleased to offer you an **Internship** with us for **a period of 3 to 6 months**, during which you will be offered a stipend Amount of **INR 12000/-** per month based on the Internship performance and completion.

Actual Internship dates and duration would be based on the business demand aligned skill tracks offered to you and would be shortly communicated to you.

Cognizant Internship being a pre joining skill and capability development program, it would form a critical part of your employment with Cognizant.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The performance during Internship would be monitored through formal evaluations.

The Cognizant Internship completion would qualify as the entry criteria to your post joining training program and would be used as basis towards your allocation to projects/roles.

Prior to joining Cognizant, you must successfully complete the prescribed Internship program. In event of non-completion of the Internship, Cognizant may at its sole discretion revoke this offer of employment.

Please also note that:

- The Internship Training will be done from Monday through Friday for 8 hours from 9 am to 6 pm (IST).
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with attendance requirements. Pre-approvals are to be sought towards unavoidable leave or break requests from the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship plan
- Cognizant reserves clauses regarding IT infra if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant GenC program terms and conditions from time to time

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa

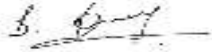
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**,



Suresh Bethavandu

**Global Head-Talent Acquisition**

I accept the terms and conditions of the offer as mentioned above.

**Signature:**

**Date:**



22-Mar-2021

**Dear Sudhakar H M,**  
B.Tech/B.E., Electronics and Electrical Engineering  
Saranathan College of Engg (SCE), Tiruchirappalli

**Candidate ID – 15411569**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500** /- as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**

### Compensation and Benefits

<b>Name:</b> Sudhakar H M	<b>Designation:</b> Programmer Analyst Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.



**June 08, 2021**

**Letter of Intent**

**Dear Sudhilaya**

**Congratulations!!!**

We thank you for your interest in our company and for participating in the interview process. Further to the discussions we have had, we are happy to make you a career opportunity with joining Expleo Solutions Limited as Trainee.

**Details:**

You will be paid a monthly stipend of **₹ 10,000/- Per month** (Rupees Ten Thousand Only).

You will be eligible for the below benefits during the training period of 6 months.

- a. Mediclaim Cover under workman compensation act.
- b. Group Term Life Policy Cover for an amount **5,00,000/-**

The above offer is subject to the following terms and conditions:

1. You being found medically fit at all times.
2. You are submitting true copies of all your scholastic/academic and extra-curricular attainments along with proof of your age and of last drawn salary incase if you have prior experience. The documents that need to be submitted at the time of joining.
3. Please note that as a standard organization procedure we carry out stringent background verification check. The process for the same will be initiated along with the acceptance of this letter of intent. Your joining & the subsequent appointment will be contingent upon successful completion of training program which would be evaluated from time to time. The appointment with Expleo will be based on your Merits and successful completion of training.
4. You will abide by the Business Conduct Guidelines of the company in letter and spirit.
5. You would be expected to learn and perform during the training period of 6 months.
6. You would be under the continuous evaluation process of 6 months and post successful completion of the evaluation you will be an employee of Expleo.
7. You have to read and duly sign the MOA attached to this Letter of Intent.

This letter of intent is valid till **June 11, 2021** before which you are required to confirm your acceptance.

Kindly sign the duplicate copy of this letter to signify your acceptance and confirmation of the above terms and conditions.

Expleo Solutions Ltd.

6A, Sixth Floor, Prince InfoCity II, No. 283/3 & 283/4, Rajiv Gandhi Salai (OMR)

Kandanchavadi, Chennai 600096 • India • T. +91 44 4392 3200

CIN: L64202TN1998PLC066604 • GST No: 33AABCT0976G1ZG





We wish you a very rewarding and successful start with Expleo Solutions Limited.

Yours Sincerely,  
for **Expleo Solutions Limited**

**Manjunathan C**  
**Director - People Services**

**Acknowledgement**

I accept the above Terms and Conditions and will report for work on \_\_\_\_\_.

**Signature:**

**Date:**



## **MEMORANDUM OF AGREEMENT**

**THIS AGREEMENT** is made and entered into this **11<sup>th</sup>** day of **June** 2021 **BY AND BETWEEN**, M/s EXPLEO SOLUTIONS LIMIED a Company having its Registered office at Prince Infocity II, 6A, 6th Floor, No. 283/3 & 283/4, Rajiv Gandhi Salai (OMR) Kandanchavadi, Chennai – 600096, hereinafter referred to as the COMPANY which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns) and Ms. **Sudhilaya** D/O **Mathesh.A**, aged **21** yrs, and residing at **Salem** hereinafter referred to as "APPRENTICE CUM TRAINEE". which term shall wherever the context mean and include their heirs, executors, administrators, legal representatives, successors and assigns.

WITNESSETH.

Whereas Apprentice cum Trainee has been selected by the Company for undergoing Apprenticeship Training. Consequently, the Company and the Apprentice cum Trainee have registered an apprenticeship agreement dated **June 11<sup>th</sup>, 2021** in the NAPS Portal wherein Apprentice cum Trainee will be given training in soft skills.

Whereas the said agreement dated does not give any commitment from the company's side to give Apprentice cum Trainee employment with the company.

Whereas during the selection process Apprentice cum Trainee was identified by the Company as one of the candidates with the requisite potential to be employed by the company on the express condition that Apprentice cum Trainee voluntarily opts for and successfully qualifies in the additional training to be imparted by the company in cutting edge technologies.

Whereas imparting of training in such cutting-edge technologies involves significant and substantial training costs which transcends the scope and ambit of basic Apprenticeship training contemplated in the apprenticeship agreement dated .

Whereas in the event of the Apprentice cum Trainee voluntarily opting for training in such cutting-edge technologies in addition to the stipendiary commitment as per the Apprenticeship Agreement dated from the company's side Apprentice cum Trainee will be



offered employment on condition that Apprentice cum Trainee successfully complete the training in the relevant technologies imparted by the Company.

Whereas Apprentice cum Trainee acknowledge and accept that in order to recoup at least partially the resources invested in the training in cutting-edge technologies, the company requires from Apprentice cum Trainee side a commitment to serve the company as a regular employee for at least a minimum period of two years failing which the company shall be entitled to claim and recover the notional cost of training as per this memorandum of agreement:

**NOW THIS AGREEMENT RELATING TO DEPOSIT OF TITLE DEEDS  
WITNESSETH:**

1. Apprentice cum Trainee voluntarily agrees to undergo training in cutting-edge technologies which is over and above the requirements of Apprenticeship training agreement dated **June 11, 2021**.
2. The company on its part agrees to give Apprentice cum Trainee employment on the express condition that Apprentice cum Trainee successfully complete the training imparted by them or their agents in cutting edge technologies
3. Apprentice cum Trainee agree and acknowledge that the Company is investing significant and substantial resources to provide necessary and relevant specialized technical training / training on automation tools and others and also make available specialized and sophisticated equipment, computers, software and support facilities to learn and upgrade Apprentice cum Trainee skill set
4. In consideration of the employment offered by the Company, the Apprentice cum Trainee agrees to serve the company for a minimum period of two years to enable the company to recoup at least partially the resources invested in Apprentice cum Trainee training in cutting-edge technologies.
5. Apprentice cum Trainee hereby agree and accept that in the event of failure to serve the Company as employee for
  - i. Minimum period of **12 months** from the date of joining, the Apprentice cum Trainee shall be liable to pay the company an amount of **₹ 300000** (Three Lakhs Only)



- ii. Has served the company for **12 months** from the Date of Joining but has failed to serve **2 years** the Apprentice cum Trainee shall be liable to pay **₹ 200000 (Two Lakhs Only)** to the company.
6. In the event of Apprentice cum Trainee committing any breach of this memorandum of agreement, the Apprentice cum Trainee hereby binds himself to pay and compensate the Company as mentioned in Clause 5 supra, within 15 days after the receipt of notice or letter of claim from the Company, together with interest at 18 % per annum on from the date of breach of contract till realization in the event of Apprentice cum Trainee committing any such breach of contract.
7. Both the parties hereby agree and accept that this agreement is in addition to the basic apprenticeship agreement dated which governs the stipend and other benefits payable by the Company and the mutual obligations agreed to herein are in addition to the said apprenticeship agreement dated
8. Notwithstanding the Apprenticeship agreement dated both the both parties agree and accept that All questions, differences or disputes whatsoever which may arise between Parties and or their Personnel in connection with the terms and conditions stated in this MOA whether as to construction or otherwise, shall be in the first instance tried to be settled thru discussion and conciliation. On the failure of efforts at conciliation either party may refer the matter to arbitration by a Sole Arbitrator to be appointed by the Company. The said proceeding shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 or any re-enactment or statutory modification thereof for the time being in force whose decision shall be final and binding on the parties to the Agreement. The venue of Arbitration shall be at Chennai and the language of arbitration shall be English. The arbitration cost shall be borne equally by the Company.
9. Notwithstanding the foregoing the parties shall have the right to bring judicial proceedings to obtain injunctive relief at any time during the pendency of arbitration proceedings u/s 9 of the Arbitration & Conciliation Act, 1996 as amended from time to time.
10. The Courts in Chennai, India will have exclusive jurisdiction.

**[ expleo ]**

IN WITNESS WHEREOF, the parties have set their hands and seals on the date first above written.

for Expleo Solutions Limited

Apprentice cum Trainee



**Manjunathan C**  
**Director - People Services**

**Signature**

Acknowledgement

I accept the above Terms and Conditions and will report for work on \_\_\_\_\_.

Signature:

Date:



**Ref: TCSL/DT20207252742/1447711/Chennai**

**Date: 12 May 2021**

MR. SYED ZAMEERBASHA S  
No;56,Syedha Complex Samaspiran Street,  
Kalyaani Covering Bus Stop, Trichy,  
Tamil Nadu-620008.  
Tel# 917502752084

**Sub: Joining Letter**

Dear Mr. Syed Zameerbasha S,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **03rd June 2021** , your joining location is **Chennai** , work location is **Chennai** and your stream is **IT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



## TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

Based on your performance and number of attempts to clear the TCS Xplore Program, you are eligible for both Readiness Incentive of **INR40000** and Competency Incentive of **INR20000**. Your incentive will be given along with your salary.

### Note :

- *If you do not join the organization on the specified date, you will be eligible only for Competency incentive and not for the Readiness incentive.*
- *Readiness incentive will not be given if a request for re-joining is initiated by you. :*
- *You need to serve minimum tenure (12 months from the date of joining) with the organization. If you do not serve the minimum tenure mentioned above, the incentives provided will be recovered.*

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCS. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter





**22-Nov-2021**

**Dear Vaikunth B,**  
B.E., Electrical & Electronics Engineering  
Saranathan College of Engineering, Tiruchirappalli

**Candidate ID – 18965288**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500** /- as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Vaikunth B **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

## Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Vaikunth B, 22, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

### 1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### **4. Confidentiality**

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### **5. Data Protection**

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### **6. Work Schedule**

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## **7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## **8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## **10. Representations and Warranties**

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## **11. Indemnity**

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## **12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## **13. Unauthorized Absence**

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## **14. Retirement**

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations



- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

## 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

## 17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

## 18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

## 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited    Vaikunth B**

Sign: \_\_\_\_\_  
Name:

Sign: \_\_\_\_\_  
Name:

## Offer Letter

**YASHWANDHNI K**  
D. NO 110 /11,  
Rathinam Nagar East,  
Vellagani Mill backside, Theni.

Dear **YASHWANDHNI**,

Welcome to Expleo Family.

We are pleased to offer you an appointment with Expleo as **Associate Technical Engineer** under grade **GG1 Level 1** on terms and conditions stated below:

### 1 Appointment:

- 1.1 Your date of appointment is effective from the date of joining, which shall be at the earliest but not later than **16th September 2021**.
- 1.2 This offer stands cancelled in case you fail to join by the said date.
- 1.3 You will be on Probation for a period of 6 Months from the date of your joining. During the period of Probation, if in the opinion of the company your performance is not found up to the mark your probation may be extended / your services may be terminated without any notice. Upon successful completion of the said period of Probation, if in the opinion of the company you are found suitable in the appointed post you may be confirmed.
- 1.4 Your services are liable to be transferred as the Company may from time to time deploy to any other locations, departments, functions, sites, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such case you will be governed by the terms and conditions of service as may be applicable to such place establishment, location, department, function, site, or branch etc.

### 2 Remunerations:

- 2.1 Your effective salary will be **INR 350354** per annum as detailed herein below.
- 2.2 Your salary is personal and confidential information. You should discuss it only with the CEO/MD/HR/Head of Operations.
- 2.3 You will be entitled for other compensation and benefits in accordance with the policies of the company as may be laid down from time to time.
- 2.4 Your salary will be reviewed periodically based on your performance and as per Expleo India Career Review Program.

### 3 Working Hours:

- 3.1 Being a result-oriented company, we believe in flexible timings. You can adjust your timings to suit the project needs you are assigned to, with appropriate approval from your reporting authority while ensuring you complete the average hours per day/week/month. The official timings are between 09:15 hrs and 18:15 hrs.
- 3.2 You may be required to work in shifts and / or in extended working hours, as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements exigencies from time to time, without any extra remuneration / compensation.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218514335/Lucknow**  
**Date: 14/01/2022**

Mr. Yuvaraj B  
1/56, West Street, Alangottai, Mannargudi, Thiruvarur. Pin 6140181/56, West Street, Alangottai,  
Near By Govt Thiruvalluvar Hr Sec School,  
Tiruvarur-614018,  
Tamilnadu.  
Tel# -

Dear Yuvaraj B,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**  
**TCSL/DT20218514335**

1



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change based on your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 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



ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior





written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to



serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.



## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



## 24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Yuvaraj B</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No.42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 7, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**June 21, 2021**

**Letter of Intent**

**Dear Keerthiga**

**Congratulations!!!**

We thank you for your interest in our company and for participating in the interview process. Further to the discussions we have had, we are happy to make you a career opportunity with joining Expleo Solutions Limited as Trainee.

**Details:**

You will be paid a monthly stipend of **₹ 10,000/- Per month** (Rupees Ten Thousand Only).

You will be eligible for the below benefits during the training period of 6 months.

- a. Mediclaim Cover under workman compensation act.
- b. Group Term Life Policy Cover for an amount **5,00,000/-**

The above offer is subject to the following terms and conditions:

1. You being found medically fit at all times.
2. You are submitting true copies of all your scholastic/academic and extra-curricular attainments along with proof of your age and of last drawn salary incase if you have prior experience. The documents that need to be submitted at the time of joining.
3. Please note that as a standard organization procedure we carry out stringent background verification check. The process for the same will be initiated along with the acceptance of this letter of intent. Your joining & the subsequent appointment will be contingent upon successful completion of training program which would be evaluated from time to time. The appointment with Expleo will be based on your Merits and successful completion of training.
4. You will abide by the Business Conduct Guidelines of the company in letter and spirit.
5. You would be expected to learn and perform during the training period of 6 months.
6. You would be under the continuous evaluation process of 6 months and post successful completion of the evaluation you will be an employee of Expleo.
7. You have to read and duly sign the MOA attached to this Letter of Intent.

This letter of intent is valid till **June 22, 2021** before which you are required to confirm your acceptance.

Kindly sign the duplicate copy of this letter to signify your acceptance and confirmation of the above terms and conditions.

Expleo Solutions Ltd.

6A, Sixth Floor, Prince InfoCity II, No. 283/3 & 283/4, Rajiv Gandhi Salai (OMR)

Kandanchavadi, Chennai 600096 • India • T. +91 44 4392 3200

CIN: L64202TN1998PLC066604 • GST No: 33AABCT0976G1ZG



We wish you a very rewarding and successful start with Expleo Solutions Limited.

Yours Sincerely,  
for **Expleo Solutions Limited**

**Manjunathan C**  
**Director - People Services**

**Acknowledgement**

I accept the above Terms and Conditions and will report for work on \_\_\_\_\_.

**Signature:**

**Date:**





## **MEMORANDUM OF AGREEMENT**

**THIS AGREEMENT** is made and entered into this **22<sup>nd</sup>** day of **June** 2021 **BY AND BETWEEN**, M/s EXPLEO SOLUTIONS LIMIED a Company having its Registered office at Prince Infocity II, 6A, 6th Floor, No. 283/3 & 283/4, Rajiv Gandhi Salai (OMR) Kandanchavadi, Chennai – 600096, hereinafter referred to as the COMPANY which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns) and Ms. **Keerthiga** D/o **Palanivel**, aged **21** yrs, and residing at **2/150, Ganesh nagar, Nathamadipatti, killakurichy, Trchy-11** hereinafter referred to as "APPRENTICE CUM TRAINEE". which term shall wherever the context mean and include their heirs, executors, administrators, legal representatives, successors and assigns.

WITNESSETH.

Whereas Apprentice cum Trainee has been selected by the Company for undergoing Apprenticeship Training. Consequently, the Company and the Apprentice cum Trainee have registered an apprenticeship agreement dated **June 22<sup>nd</sup>, 2021** in the NAPS Portal wherein Apprentice cum Trainee will be given training in soft skills.

Whereas the said agreement dated does not give any commitment from the company's side to give Apprentice cum Trainee employment with the company.

Whereas during the selection process Apprentice cum Trainee was identified by the Company as one of the candidates with the requisite potential to be employed by the company on the express condition that Apprentice cum Trainee voluntarily opts for and successfully qualifies in the additional training to be imparted by the company in cutting edge technologies.

Whereas imparting of training in such cutting-edge technologies involves significant and substantial training costs which transcends the scope and ambit of basic Apprenticeship training contemplated in the apprenticeship agreement dated.

Whereas in the event of the Apprentice cum Trainee voluntarily opting for training in such cutting-edge technologies in addition to the stipendiary commitment as per the



Apprenticeship Agreement dated from the company's side Apprentice cum Trainee will be offered employment on condition that Apprentice cum Trainee successfully complete the training in the relevant technologies imparted by the Company.

Whereas Apprentice cum Trainee acknowledge and accept that in order to recoup at least partially the resources invested in the training in cutting-edge technologies, the company requires from Apprentice cum Trainee side a commitment to serve the company as a regular employee for at least a minimum period of two years failing which the company shall be entitled to claim and recover the notional cost of training as per this memorandum of agreement:

**NOW THIS AGREEMENT RELATING TO DEPOSIT OF TITLE DEEDS WITNESSETH:**

1. Apprentice cum Trainee voluntarily agrees to undergo training in cutting-edge technologies which is over and above the requirements of Apprenticeship training agreement dated **June 22, 2021**.
2. The company on its part agrees to give Apprentice cum Trainee employment on the express condition that Apprentice cum Trainee successfully complete the training imparted by them or their agents in cutting edge technologies
3. Apprentice cum Trainee agree and acknowledge that the Company is investing significant and substantial resources to provide necessary and relevant specialized technical training / training on automation tools and others and also make available specialized and sophisticated equipment, computers, software and support facilities to learn and upgrade Apprentice cum Trainee skill set
4. In consideration of the employment offered by the Company, the Apprentice cum Trainee agrees to serve the company for a minimum period of two years to enable the company to recoup at least partially the resources invested in Apprentice cum Trainee training in cutting-edge technologies.
5. Apprentice cum Trainee hereby agree and accept that in the event of failure to complete the training successfully and thereafter serve the Company as employee for



- i. Minimum period of 12 months from the date of joining, the Apprentice cum Trainee shall be liable to pay the company an amount of ₹ **300000**
  - ii. Has served the company for 12 months from the Date of Joining but has failed to serve 2 years the Apprentice cum Trainee shall be liable to pay ₹ **200000** to the company.
6. In the event of Apprentice cum Trainee committing any breach of this memorandum of agreement, the Apprentice cum Trainee hereby binds himself to pay and compensate the Company as mentioned in Clause 5 supra, within 15 days after the receipt of notice or letter of claim from the Company, together with interest at 18 % per annum on from the date of breach of contract till realization in the event of Apprentice cum Trainee committing any such breach of contract.
7. Both the parties hereby agree and accept that this agreement is in addition to the basic apprenticeship agreement dated which governs the stipend and other benefits payable by the Company and the mutual obligations agreed to herein are in addition to the said apprenticeship agreement dated.
8. Notwithstanding the Apprenticeship agreement dated **June 22, 2021** the both parties agree and accept that All questions, differences or disputes whatsoever which may arise between Parties and or their Personnel in connection with the terms and conditions stated in this MOA whether as to construction or otherwise, shall be in the first instance tried to be settled thru discussion and conciliation. On the failure of efforts at conciliation either party may refer the matter to arbitration by a Sole Arbitrator to be appointed by the Company. The said proceeding shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 or any re-enactment or statutory modification thereof for the time being in force whose decision shall be final and binding on the parties to the Agreement. The venue of Arbitration shall be at Chennai and the language of arbitration shall be English. The arbitration cost shall be borne equally by the Company.
9. Notwithstanding the foregoing the parties shall have the right to bring judicial proceedings to obtain injunctive relief at any time during the pendency of



arbitration proceedings u/s 9 of the Arbitration & Conciliation Act, 1996 as amended from time to time.

10. The Courts in Chennai, India will have exclusive jurisdiction.

IN WITNESS WHEREOF, the parties have set their hands and seals on the date first above written.

for Expleo Solutions Limited

Apprentice cum Trainee

**Manjunathan C**  
**Director - People Services**

**Signature**

Acknowledgement

I accept the above Terms and Conditions and will report for work on \_\_\_\_\_.

Signature:

Date:



# **SARANATHAN COLLEGE OF ENGINEERING**

**NH 45 B, Venkateswara Nagar, Panjappur,**

**Tiruchirappalli, Tamil Nadu 620012**

## **DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

**PLACEMENTS  
(2016-20 BATCH)**

**SARANATHAN COLLEGE OF ENGINEERING  
PLACEMENT DETAILS - 2016-20 BATCH**

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	AADIMAATHAVAN. K mathavan1923@gmail.com	EEE	TENPATH SOLUTIONS www.tenpath.com	144000
2	ABHIRAMI.V vabhirami@ymail.com	EEE	TCS www.tcs.com	336875
3	ANTONY ROZARIO GNANARAJ. B rozarioantony16@gmail.com	EEE	SMI www.mookambikainfo.com	180000
4	ARAVINDH. V aravindh.vetri30@gmail.com	EEE	TCS www.tcs.com	336875
5	ARULRAJA. K arulraja251@gmail.com	EEE	FAURECIA www.faurecia.com	168000
6	ATCHAYA. S atchu193010@gmail.com	EEE	FAURECIA www.faurecia.com	168000
7	BECCA. R beccaraju@gmail.com	EEE	CTS www.cognizant.com	400000
8	BHUVANESWARI. S bhuviusha99@gmail.com	EEE	Mitsuba Sical www.mitsuba.co.jp	153600
9	BOOMA. G booma249@gmail.com	EEE	INFOSYS www.infosys.com	300000
10	DEVI SRI. J devikeerthi12@gmail.com	EEE	WICE trichy.wice.org.in	180000
11	DHARSHINI. R dharshiniraj26@gmail.com	EEE	Mitsuba Sical www.mitsuba.co.jp	153600
12	DILIP. R dilipdx29@gmail.com	EEE	INFOSYS www.infosys.com	300000
13	DINESH KUMAR. R dineshkumardk7092@gmail.com	EEE	WICE trichy.wice.org.in	180000
14	ESWAR. M eswardon6583@gmail.com	EEE	TENPATH SOLUTIONS www.tenpath.com	144000
15	GANESAN. S ganesansekar1999@gmail.com	EEE	INFOSYS www.infosys.com	300000

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
16	GANESHKUMAR. V. flashgan875@gmail.com	EEE	INFOSYS www.infosys.com	300000
17	GOKUL NATH. A.J gokulja498@gmail.com	EEE	WIPRO www.wipro.com	350004
18	GOWTHAM. K gowthamkathir99@gmail.com	EEE	TCS www.tcs.com	336875
19	HARI HARAN. S hariharansekar30@gmail.com	EEE	WIPRO www.wipro.com	350004
20	HARI PRIYA. B hariPriyae99@gmail.com	EEE	TENPATH SOLUTIONS www.tenpath.com	144000
21	HARSHINI. P harshpalani25@gmail.com	EEE	TENPATH SOLUTIONS www.tenpath.com	144000
22	HEMADHARSHINI. G.V hemajoshua246@gmail.com	EEE	TENPATH SOLUTIONS www.tenpath.com	144000
23	INDHU. R indhumalarvizhi15@gmail.com	EEE	CSS CORP www.csccorp.com	200000
24	IRSHATH ALI. K irshathirshath007@gmail.com	EEE	Etricals Engineers Pvt. Ltd. www.etricals.com	144000
25	JOICY. J joicyjohnson1998@gmail.com	EEE	Mitsuba Sical www.mitsuba.co.jp	153600
26	KARTHIKEYAN. N karthikeyan28279@gmail.com	EEE	Etricals Engineers Pvt. Ltd. www.etricals.com	144000
27	KEERTHANA. D keerthanarajashree@gmail.com	EEE	INFOSYS www.infosys.com	300000
28	KEERTHANA. M keerthanamtkk18@gmail.com	EEE	FAURECIA www.faurecia.com	168000
29	KEERTHI MALINI. S keerthimalini6611@gmail.com	EEE	FAURECIA www.faurecia.com	168000
30	KISHORE KUMAR. U kishore12101998@gmail.com	EEE	TENPATH SOLUTIONS www.tenpath.com	144000
31	KOWSALYA. S kowsalyas8765@gmail.com	EEE	WIPRO www.wipro.com	350004

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
32	LAKSHMI. SK lakshmisukumaran18@gmail.com	EEE	TCS www.tcs.com	336875
33	MADHUMITA. S madhumita18399@gmail.com	EEE	WICE trichy.wice.org.in	180000
34	MANIKANDAN R tr.mani15@gmail.com	EEE	FAURECIA www.faurecia.com	168000
35	MANIKANDAN. D manidharmalingam98@gmail.com	EEE	INFOSYS www.infosys.com	300000
36	MANISH .A.E asectioneee2016@gmail.com	EEE	IVTL www.ivtlinfview.com	450000
37	MEENATCHI. V meenatchivaradharajan1902@gmail.com	EEE	CSS CORP www.csscorp.com	200000
38	MEGADHARSHINI. S megaridhan@gmail.com	EEE	FAURECIA www.faurecia.com	168000
39	MOHAMED AMEENULLAH. H md.ameenullah.h@gmail.com	EEE	CTS www.cognizant.com	400000
40	MOHAMED NASRULLAH. N nnasrullah1999@gmail.com	EEE	INFOSYS www.infosys.com	300000
41	MOHAMED SUHAIL. A suhail.mohamed173@gmail.com	EEE	INFOSYS www.infosys.com	300000
42	MONIKA. M monimalar98@gmail.com	EEE	TCS www.tcs.com	336875
43	NANDHINI. T rosynandhini1999@gmail.com	EEE	FAURECIA www.faurecia.com	168000
44	NARMATHA DEVI. K narmathakalimuthu98@gmail.com	EEE	Mitsuba Sical www.mitsuba.co.jp	153600
45	NETHRA. M jaya98nethra@gmail.com	EEE	TENPATH SOLUTIONS www.tenpath.com	144000
46	NIDHISH. T nidhiships@gmail.com	EEE	FAURECIA www.faurecia.com	168000
47	NIRUBHANJALI. R.V nirubhanjali.vel@gmail.com	EEE	TCS www.tcs.com	336875



S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
48	PRABHAKARAN. S yesprabhakaran98@gmail.com	EEE	WIPRO www.wipro.com	350004
49	PRADEEP. A pradeepaakash7@gmail.com	EEE	FAURECIA www.faurecia.com	168000
50	PRADEEPA. L predeepa.l0408@gmail.com	EEE	WICE trichy.wice.org.in	144000
51	PRAGATHEESWARI. G pragatheparimala@gmail.com	EEE	WIPRO www.wipro.com	350004
52	PRASANTH. M jeevaprasanth99@gmail.com	EEE	VDART www.vdartinc.com	134385
53	PRECILLA POORANI. X precillapoorani@gmail.com	EEE	Mitsuba Sical www.mitsuba.co.jp	153600
54	PRIYADHARSHANI. P priyapblossom@gmail.com	EEE	FAURECIA www.faurecia.com	168000
55	RAGUL. C.R rahul1998.cr@gmail.com	EEE	CSS CORP www.csscorp.com	200000
56	RAJENDRA PRASATH. P rajendrprasath8199@gmail.com	EEE	TENPATH SOLUTIONS www.tenpath.com	144000
57	RAMAPRABA. G ramagkrb@gmail.com	EEE	Mitsuba Sical www.mitsuba.co.jp	153600
58	ROHIT MALLYA rohitmallya0@gmail.com	EEE	ECON systems www.econsystems.com	420000
59	SARANYA. G saranyasaran0510@gmail.com	EEE	Mitsuba Sical www.mitsuba.co.jp	153600
60	SATHYA UMA sathyasowmiya29@gmail.com	EEE	FAURECIA www.faurecia.com	168000
61	SELVASHANTHINI. S susheeshanthini1@gmail.com	EEE	FAURECIA www.faurecia.com	168000
62	SHAHANAZMARIYAM. M zareenanasurudeen@gmail.com	EEE	FAURECIA www.faurecia.com	168000
63	SHARVIN. J jayasharvin@gmail.com	EEE	TENPATH SOLUTIONS www.tenpath.com	144000

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
64	SHREE HAARRINI. S harinishiva99@gmail.com	EEE	INFOSYS www.infosys.com	300000
65	SIDHARTH PRASAD sidharthprasad27@gmail.com	EEE	CTS www.cognizant.com	400000
66	SIVAPRIYA. S ssivapriya27@gmail.com	EEE	WICE trichy.wice.org.in	180000
67	SOPHIYA JOSEPHINE. A sophiyajose16@gmail.com	EEE	Mitsuba Sical www.mitsuba.co.jp	153600
68	SOUNDHARYA. S soundharya5636@gmail.com	EEE	WICE trichy.wice.org.in	180000
69	SRINATH. G gsrinath2911@gmail.com	EEE	TCS www.tcs.com	336875
70	SUBHIKSHA. K subhikshakumar99@gmail.com	EEE	WICE trichy.wice.org.in	180000
71	SUGANYA. N aarthisuganya09@gmail.com	EEE	Mitsuba Sical www.mitsuba.co.jp	153600
72	SUNDHARA LAKSHMI. R sumijanan1999@gmail.com	EEE	FAURECIA www.faurecia.com	168000
73	SURUTHI. J S senshmi2021970@gmail.com	EEE	Mitsuba Sical www.mitsuba.co.jp	153600
74	SURUTHI. S shruthisuresh98@gmail.com	EEE	TCS www.tcs.com	336875
75	SWARNASRI. M swarnasaravanan22@gmail.com	EEE	TENPATH SOLUTIONS www.tenpath.com	144000
76	SWETHA. R swetharavi241@gmail.com	EEE	Mitsuba Sical www.mitsuba.co.jp	153600
77	VIGNESH. S rajeeshrajesh792@gmail.com	EEE	IVTL www.ivtlinfview.com	450000
78	VISHNU CHANDER. R vishnuchander298@gmail.com	EEE	WICE trichy.wice.org.in	180000
79	YUVASRI. M yuvamano99@gmail.com	EEE	FAURECIA www.faurecia.com	168000



Mr.R.Satheesh EEE Department <satheesh-eee@saranathan.ac.in>

## Fwd: Selected students list of Saranathan College - 29-Jan-2020

4 messages

**HEAD - Training and Placement** <tp@saranathan.ac.in>

Thu, Feb 6, 2020 at 11:01 AM

To: saratp <saratp@saranathan.ac.in>, "Mr.Koushick ECE Department" <koushick-ece@saranathan.ac.in>, sarahod <sarahod@saranathan.ac.in>, "Mr.A.Anandraj Civil Department" <anandraj-ce@saranathan.ac.in>

Cc: Saranathan Training & Placement Cell <hr@saranathan.ac.in>, "Principal of Saranathan College ," <principal@saranathan.ac.in>

Dear Professors

Greetings! In reference to the pooled off campus drive at TRP on 29-1-20, pl find forwarded the selected list of candidates.

Kindly share the same to the students.

Best wishes

Regards,

Dr.S.M.GiriRajkumar

Head Training & Placement

Saranathan College of Engineering

----- Forwarded message -----

From: **joshua victor** <trp.placement@gmail.com>

Date: Thu, Feb 6, 2020 at 10:13 AM

Subject: Fwd: Selected students list of Saranathan College - 29-Jan-2020

To: Saranathan Engg placement officer Prof Gopal Iyer <tp@saranathan.ac.in>

Dear Prof..

Good morning ..

Greetings from Victor..

Thanks for sending the students to take part in the POOLED Campus Interview of M/s.Tenpath , Trichy..

Herewith i forward the Selected Students names , duly sent by the HR of M/s.Tenpath for your kind perusal sir..

Thanks for your support..

Placement is a divine Holistic task ..

Thank you..

**With kind Regards..**

**S.Victor..**

**Professor & Placement Officer**

**SRM TRP Engg college ( SRM Group of Institution )**

**Trichy : 621 105**

**Tamil Nadu**

**98948 90030**

**94871 05958**

----- Forwarded message -----

From: **Bargavi** <bargavi@247headhunting.com>

Date: Mon, Feb 3, 2020 at 7:27 PM

Subject: Selected students list of Saranathan College - 29-Jan-2020

To: <trp.placement@gmail.com>

Hi Sir,

It gives me immense pleasure in sharing the list of selected students of Saranathan college.

And thank you so much for organizing such a wonderful Campus drive.

S.no	Name of the Student	Branch
1	J.Divyadhashini	ECE
2	Swarnasri	ECE
3	Anantha Krishnan	ECE
4	J.Sharvin	ECE
5	Nethra Murali	ECE
6	U.kishore Kumar	ECE
7	G.V.Hema Dharshini	ECE
8	P.Harshini	ECE
9	K.Jusmitha	ECE
10	Moshina Gulam	ECE
11	Thasthakir	ECE
12	Akshaya Balamurugan	ECE
13	Kishore	ECE
14	K.Narmatha Devi	ECE
15	A.Ashif Ameer	ECE
16	B.Hari Priya	ECE
17	L.Pradeep	ECE
18	P.Rajendra Prasath	ECE
19	Aakash Ravichandran	ECE
20	A.Swarnaa	ECE
21	Mahesh Tamilselvan	ECE
22	S.Abbas Abdul Salam	ECE
23	K.Manishankar	ECE
24	Sunil Kumar	ECE
25	J.S.Suruthi	ECE
26	M.Naina Mohamed	ECE
27	G.Avinash	MECH
28	A.N.Ashokh Raj	MECH
29	M.Zeshan Ahamed	MECH
30	I.Gabriel	MECH

31	A.Saranraj	MECH
32	P.Martin Joseph	MECH
33	R.Gowtham	MECH
34	V.S.Viswath	MECH
35	Dinesh Prabhu	MECH
36	G.Vaishnavi	IT
37	V.Ashwin	IT
38	V.Swetha	IT
39	R.Harni	IT
40	R.Shuwedha	IT
41	S.Ishwarya	CSE
42	K.Madhumitha	CSE
43	C.K.Manoj	CSE
44	Jeya Chandran	CSE
45	K.Aadimaathavan	EEE

We look forward to their joining us before 31st May 2020.

Regards

Bargavi

Senior HR



--

*With kind Regards..*

**S. Victor..**

*Professor & Placement Officer*

*SRM TRP Engg college ( SRM Group of Institution )*

*Trichy : 621 105*

*Tamil Nadu*

**98948 90030**

**94871 05958**

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**Mr.R.Satheesh EEE Department** <satheesh-eee@saranathan.ac.in>  
To: "Mr.R.VIJAY EEE" <vijay-eee@saranathan.ac.in>

Thu, Feb 6, 2020 at 2:14 PM

[Quoted text hidden]

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**Mr.R.Satheesh EEE Department** <satheesh-eee@saranathan.ac.in>

Mon, Feb 10, 2020 at 6:23 AM

To: HEAD - Training and Placement <tp@saranathan.ac.in>

Cc: "Mr.C.KRISHNAKUMAR HOD EEE" <krishnakumar-eee@saranathan.ac.in>, "Mr.R.VIJAY EEE" <vijay-eee@saranathan.ac.in>

Sir,

The Name and Branch details of some of the shortlisted students need to be checked (List attached). Following is the summary of EEE students for the same.

1. 11 EEE students branch is mentioned as ECE
2. 1 EEE student's name

Kindly do the needful.

Regards

**R.Satheesh**

**Assistant Professor/EEE**

**Saranathan College of Engineering**

[Quoted text hidden]

---

 **Tenpath\_EEE\_Correction.xlsx**  
12K

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**HEAD - Training and Placement** <tp@saranathan.ac.in>

Mon, Feb 10, 2020 at 10:05 AM

To: "Mr.R.Satheesh EEE Department" <satheesh-eee@saranathan.ac.in>

Cc: "Mr.C.KRISHNAKUMAR HOD EEE" <krishnakumar-eee@saranathan.ac.in>, "Mr.R.VIJAY EEE" <vijay-eee@saranathan.ac.in>

Dear Sir

Greetings ! I acknowledge your mail.

Sir, in this regard, kindly consolidate the EEE department's Placement details as per our mail sent last week.

The purpose of the mail, is to tally the records, and avoid duplication.

Regards,

*Dr.S.M.GiriRajkumar*

*Head Training & Placement*

*Saranathan College of Engineering*

[Quoted text hidden]



**Offer: Computer Consultancy**

**Ref: TCSL/DT20195198327/Chennai**

**Date: 18/09/2019**

Ms. Abhirami Venkataramanan  
77, 3rd DrawingEzhil Nagar,  
Bhel Kailasapuram Post,  
Trichy-620014,  
Tamil Nadu.  
Tel# 91-9442554883

Dear Abhirami Venkataramanan,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/DT20195198327**

**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 ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB





amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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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



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.



## **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.





### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Abhirami Venkataramanan</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

<p><b>Ahmedabad</b> Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> Lead – ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahar, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,</p>
<p><b>INDORE</b> Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p>
<p><b>NAGPUR</b> Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441106,</p>	<p><b>PUNE</b> Lead - ILP Tata Consultancy Services Limited, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.





Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

## Fwd: Interview Feedback SMI - Selected list for Trainee Software Development

1 message

**HEAD - Training and Placement** <tp@saranathan.ac.in>

Fri, Oct 25, 2019 at 9:14 PM

To: "Mr.R.Satheesh EEE Department" &lt;satheesh-eee@saranathan.ac.in&gt;, "Mr.Koushick ECE Department" &lt;koushick-eee@saranathan.ac.in&gt;, "Mr. Seetharaman ICE Department" &lt;seetharaman-ice@saranathan.ac.in&gt;, "Mr.M.Anbazhagan CSE" &lt;anbazhagan-cse@saranathan.ac.in&gt;

Cc: "Mr.C.KRISHNAKUMAR HOD EEE" &lt;krishnakumar-eee@saranathan.ac.in&gt;, "Mrs.Santhi HOD ECE Department" &lt;santhim@saranathan.ac.in&gt;, "Dr. S. A. Sahaaya Arul Mary CSE HOD" &lt;mary-cse@saranathan.ac.in&gt;

Dear T/P Co-ordinators

Congrats to the students. Pl pass on the info to the respective

----- Forwarded message -----

From: **Thenmozhi Mugesh** <thenmozhi.m@mookambikainfo.com>

Date: Fri 25 Oct, 2019, 10:28

Subject: Interview Feedback SMI - Selected list for Trainee Software Development

To: HEAD - Training and Placement &lt;tp@saranathan.ac.in&gt;

Cc: Naveen Kumar &lt;naveenkumar@mookambikainfo.com&gt;, G.S.RAMAN Project Manager &lt;raman.g@mookambikainfo.com&gt;, Abinaya Devi Manoharan &lt;abinaya.devi@mookambikainfo.com&gt;

Greetings from SMI,

We are pleased to inform you that the following candidates from your college have been selected for the role of Trainee Software Development at SMI. We will keep the candidates informed regarding the date of joining (tentative January first week)

1	Jusmitha N	BE	Female	9489360071	Trichy
2	N Jananie	BE ECE	Female	7397650680	Trichy
3	<b>Antony Rozario Gnanaraj B</b>	BE EEE	Male	9443272125	Trichy
4	Zabin Sahrin P	BE CSE	Female	8015412697	Trichy
5	Mohamed Ameenullah H	BE EEE	Male	8778384929	Trichy
6	R R Sanchhali	BE ICE	Female	8610010970	Trichy

We would like to appreciate the warm reception accorded to us during our visit to the campus

If you need any further information, feel free to contact us at

Thenmozhi - 8778934464

Naveen Kumar - 9600199661

Raman - 8870324388

### Thanks & Regards

Thenmozhi

Talent Acquisition HR

M: 8778934464





**Offer: Computer Consultancy**

**Ref: TCSL/DT20195198859/Chennai**

**Date: 18/09/2019**

Mr. Aravindh V  
A 2nd Floor Ajay Apartments Promenade Road,  
Cantonment,  
Tiruchirappalli-620001,  
Tamil Nadu.  
Tel# 91-9443914075

Dear Aravindh V,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/DT20195198859**

**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 ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB



amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**5**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.



## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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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





said terms and conditions in case of deputation on international assignments.

### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Aravindh V</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

<p><b>Ahmedabad</b> Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> Lead – ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahar, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,</p>
<p><b>INDORE</b> Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p>
<p><b>NAGPUR</b> Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441106,</p>	<p><b>PUNE</b> Lead - ILP Tata Consultancy Services Limited, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Mr.R.Satheesh EEE Department <satheesh-eee@saranathan.ac.in>

## Fwd: Faurecia- Saranathan college of Engineering

1 message

**HEAD - Training and Placement** <tp@saranathan.ac.in>

Thu, Dec 26, 2019 at 8:38 PM

To: "Mr.R.Satheesh EEE Department" <satheesh-eee@saranathan.ac.in>, "Mr.Rajesh Mech Department" <rajesh-mech@saranathan.ac.in>

Cc: "Mr.G.Jayaprakash Mech Department" <jayaprakash-mech@saranathan.ac.in>, "Mr.C.KRISHNAKUMAR HOD EEE" <krishnakumar-eee@saranathan.ac.in>, HR - Placement Cell <hr@saranathan.ac.in>, "Principal of Saranathan College," <principal@saranathan.ac.in>

Dear Professors

Greetings, Pl find forwarded the selected candidates for the drive conducted on 20th of December, at TRP engineering College.

Congrats

----- Forwarded message -----

From: **joshua victor** <tp.placement@gmail.com>

Date: Thu 26 Dec, 2019, 20:02

Subject: Fwd: Faurecia- Saranathan college of Engineering

To: saranathan Engg college,Trichy Placement Officer Shri,Gopal Iyer,Very nice person. met him on 15.05.  
<tp@saranathan.ac.in>

Dear sir,

Greetings from Victor..

Herewith I forward the Selected students names in M/s.Faurecia India Ltd, Chennai for your kind perusal sir..

Hearty congratulations sir..

With kind regards

Victor

----- Forwarded message -----

From: **SUNDARAM John**

Hello Mr.Victor,

Happy Morning. We are happy to announce the selected candidates list from the Campus drive for Trainee Position under NEEM . The date of enrollment will be communicated shortly.

SaranathancollegeofEngineering

1)P.Priyadarshini

2)Sundharalakshmi

3)T.Nandhini

4)J.Vignesh

5)G.ArunPrakash

6) Manigandan Rajendran

7) M. Keerthana

8) R. S. Sarathkumar

9) K. Arul Raja

10) S. Sudhan

11) A. Jagadeesh

12) S. Seenthooran

13) R. Pravin

14) T. Nidhish

15) A. P. Renganathan

16) V. Ragavendran

17) SathyaUma

18) Selvasanthini

19) Megadharsini

20) M. Yuvasri

21) S. Keerthimalini

22) S. Kowsalya

23) A. Pradeeph

24) S. Atchaya

25) M. ShahanaZMariyam

M. John

HRD.

28-Jan-2020

Dear Becca R,  
B.Tech/B.E., Electronics and Electrical Engineering  
Saranathan College of Engineering



**Candidate ID** – 14000385

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**

Suresh Bethavandu

**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature :**

**Date:**

### Annexure A

<b>Name:</b> Becca R	<b>Designation:</b> Programmer Analyst Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
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*	7175	86,100
	<b>Annual Gross Compensation</b>		<b>355,500</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>378,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	<b>Annual Total Remuneration</b>		<b>401,986</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*




**Fwd: Campus Drive @ TRPEC on 11/02/2020 - Saranathan college of Engineering- reg.,**

2 messages

**HEAD - Training and Placement** <tp@saranathan.ac.in>

To: saratp &lt;saratp@saranathan.ac.in&gt;, "Mr.Koushick ECE Department" &lt;koushick-eee@saranathan.ac.in&gt;, "Mrs.Santhi HOD ECE Department" &lt;santhim@saranathan.ac.in&gt;, "Mr.C.KRI: eee@saranathan.ac.in&gt;, Saranathan Training &amp; Placement Cell &lt;hr@saranathan.ac.in&gt;

Dear Professors

Greetings! Pl find forwarded the selection list for the Off- campus Placement drive conducted for M/s Mitsuba Pvt Ltd  
Pl inform the students

Regards,

Dr.S.M.GiriRajkumar

Head Training &amp; Placement

Saranathan College of Engineering

----- Forwarded message -----

From: **joshua victor** <trp.placement@gmail.com>

Date: Wed, Feb 12, 2020 at 10:08 PM

Subject: Fwd: Campus Drive @ TRPEC on 11/02/2020 - Saranathan college of Engineering- reg.,

To: Saranathan Engg placement officer Prof Gopal Iyer &lt;tp@saranathan.ac.in&gt;

Dear Sir..

Greetings from Victor

Head : Placements

Herewith i forward the HRs email , duly disclosing Selected Students list in M/s.Mitsuba Sical ,Chennai..

**Kindly insist the students to adhere the exact Joining date, as prescribed in the HRs email sir..**  
**Else the offer will get cancelled sir..**

We Solicit yours patronage sir..

**With kind Regards..****S.Victor..**

Professor &amp; Placement Officer

SRM TRP Engg college ( SRM Group of Institution )

Trichy : 621 105

Tamil Nadu

98948 90030

94871 05958

----- Forwarded message -----

From: **MSIL-VENKATESHKUMAR-K** <venkatesh-kumar@msil.mitsuba-gr.com>

Date: Wed, Feb 12, 2020 at 12:30 PM

Subject: Campus Drive @ TRPEC on 11/02/2020 - Saranathan college of Engineering- reg.,

To: joshua victor &lt;trp.placement@gmail.com&gt;

Dear Sir,

Thank you very much for your courtesy extended to us during our visit to your campus.

As discussed, we are sharing the details of candidates shortlisted for joining is given below.

Hence, please share the details to concern college co-ordinator , Student to enable them to join on the mentioned date.

S.NO	NAME	CONTACT NO	COLLEGE	BRANCH	ARREAR	BMI	Candi
1	B.AKSHAYA	8675773941	SARANATHAN COLLEGE OF ENGINEERING	INSTRUMENTATION	NIL	28.7	17.0
2	N.RUKMANI	8610183928	SARANATHAN COLLEGE OF ENGINEERING	INSTRUMENTATION	1	21.9	17.0
3	K.HEMALATHA	7358853988	SARANATHAN COLLEGE OF ENGINEERING	INSTRUMENTATION	NIL	23.0	17.0
4	S.LOGESHEARI	9789352770	SARANATHAN COLLEGE OF ENGINEERING	INSTRUMENTATION	NIL	20.0	17.0
5	A.YAMINI	7094529258	SARANATHAN COLLEGE OF ENGINEERING	INSTRUMENTATION	NIL	23.8	17.0
6	<b>R.DHARSHINI</b>	9677605385	SARANATHAN COLLEGE OF ENGINEERING	EEE	NIL	20.0	17.0

7	J.S.SURUTHI	9629809020	SARANATHAN COLLEGE OF ENGINEERING	EEE	NIL	18.1	17.0
8	X.PRECILLA POORANI	8098272517	SARANATHAN COLLEGE OF ENGINEERING	EEE	NIL	17.8	17.0
9	S.SOUNDHARYA	9788995636	SARANATHAN COLLEGE OF ENGINEERING	EEE	NIL	20.3	17.0
10	R.SWETHA	9585808152	SARANATHAN COLLEGE OF ENGINEERING	EEE	NIL	17.7	17.0
11	M.SWARNASRI	9677702974	SARANATHAN COLLEGE OF ENGINEERING	EEE	1	24.0	17.0
12	K.SUBHIKSHA	9790581373	SARANATHAN COLLEGE OF ENGINEERING	EEE	1	26.6	17.0
13	A.SOPHIYA JOSEPHINE	8220822454	SARANATHAN COLLEGE OF ENGINEERING	EEE	2	17.7	17.0
14	N.SUGANYA	8111056690	SARANATHAN COLLEGE OF ENGINEERING	EEE	NIL	19.6	17.0
15	G.RAMAPRABA	8903167094	SARANATHAN COLLEGE OF ENGINEERING	EEE	NIL	26.7	17.0
16	J.JOICY	7530006523	SARANATHAN COLLEGE OF ENGINEERING	EEE	NIL	21.9	17.0
17	S.BHUVANESHWARI	8270313462	SARANATHAN COLLEGE OF ENGINEERING	EEE	NIL	23.0	17.0
18	G.SARANYA	9080109371	SARANATHAN COLLEGE OF ENGINEERING	EEE	1	18.3	17.0
19	K.SWETHA	8903399008	SARANATHAN COLLEGE OF ENGINEERING	ECE	NIL	25.7	22.0
20	SA.BAVATHARENI	9080908635	SARANATHAN COLLEGE OF ENGINEERING	ECE	2	17.8	20.0
21	C.S.DHARSHINI	9943316471	SARANATHAN COLLEGE OF ENGINEERING	INSTRUMENTATION	NIL	29.2	20.0
22	P.HARSHINI	9384503330	SARANATHAN COLLEGE OF ENGINEERING	EEE	1	24.6	20.0
23	K.NARMATHA DEVI	8489434130	SARANATHAN COLLEGE OF ENGINEERING	EEE	NIL	22.3	20.0
24	G.V.HEMA DHARSHINI	6381240338	SARANATHAN COLLEGE OF ENGINEERING	EEE	NIL	18.7	20.0
25	B.HARI PRIYA	8270168194	SARANATHAN COLLEGE OF ENGINEERING	EEE	1	25.4	20.0

Please revert back, if any clarification required in this regard.

Thanks & Regards,

Venkatesh Kumar.K

Deputy Manager -HR & Admin

Mitsuba Sical India Private Limited

D8, Sipcot Industrial Complex, Gummidipoondi - 601 201.India

/E-Mail [venkatesh-kumar@msil.mitsuba-gr.com](mailto:venkatesh-kumar@msil.mitsuba-gr.com)

Mr.R.Satheesh EEE Department <satheesh-eee@saranathan.ac.in>  
To: HEAD - Training and Placement <tp@saranathan.ac.in>

Thu, Feb 13, 2020 at 10:19 AM

Noted Sir.

Regards  
R.Satheesh  
Assistant Professor/EEE  
Saranathan College of Engineering

[Quoted text hidden]

HRD/3T/1000861517/21-22

April 14, 2021

Ms. Booma G  
Puchikaddai, Mangadu, Alangudi (Post),  
Pudukottai(Dt)  
Alangudi-622301  
India

Ph: +91-8270440948

Dear Booma,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature valid

Digitally signed by Richard Lobo  
Date: 2021.04.14 11:25:20 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1000861517/21-22

April 14, 2021

Ms. Booma G  
Puchikaddai, Mangadu, Alangudi (Post),  
Pudukottai(Dt)  
Alangudi-622301  
India

Ph: +91-8270440948

Dear Booma,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **28-Jun-2021**.

**Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your full Name

**Signature valid**

Digitally signed by Richard Lobo  
Date: 2022.11.29 12:29:20 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation during the Training)

**COMPENSATION DETAILS**  
(All figures in INR per month)

<b>NAME</b>	<b>Ms. Booma G</b>			
<b>ROLE</b>	<b>Systems Engineer</b>			
<b>ROLE DESIGNATION</b>	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
<b>BASIC SALARY</b>				15,000
<b>BASKET OF ALLOWANCES</b>				4,478
<b>BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)</b>				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
<b>BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)</b>				150
<b>3. RETIRAL BENEFITS</b>				
<b>PROVIDENT FUND - 12% of Basic Salary</b>				1,800
<b>GRATUITY - 4.81% of Basic Salary*</b>				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

**COMPENSATION DETAILS**  
(All figures in INR per month)

<b>NAME</b>	<b>Ms. Booma G</b>		
<b>ROLE</b>	<b>Systems Engineer</b>		
<b>ROLE DESIGNATION</b>	<b>Systems Engineer Trainee</b>		
<b>1. MONTHLY COMPONENTS</b>			
<b>BASIC SALARY</b>			15,000
<b>BASKET OF ALLOWANCES</b>			4,478
<b>BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)</b>			2,850
<b>MONTHLY GROSS SALARY</b>			<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>			
<b>BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)</b>			150
<b>3. RETIRAL BENEFITS</b>			
<b>PROVIDENT FUND - 12% of Basic Salary</b>			1,800
<b>GRATUITY - 4.81% of Basic Salary*</b>			722
<b>FIXED GROSS SALARY (1+2+3)</b>			<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>			
	<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>
<b>OTHER BENEFITS</b>			
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12
			<b>Margin Money (To be borne by the employee)</b>
			Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time			
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act			



# WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH

(An ISO 9001-2015 Certified Institution)

Dear Placement Officer,  
Greetings from WICE

We are happy to inform you that the following candidates have been selected in the campus drive conducted on 05/02/2020 at your esteemed institution.

Name	Department	Name	Department
B Malarvizhi	BE ECE	R Parthiba	BE ECE
Devi Sri Jeganathan	BE EEE	R Preetha	BE Civil
S Madhumita	BE EEE	R S Sanchhali	BE ICE
Nethra Murali	BE EEE	S Soundharya	BE EEE
Mahesh Tamilselvan	BE EEE	Prathema rachil	B.Tech IT
Manishankar K	BE ECE	J Abarna	B.Tech IT
A Mohammed Javith	BE ECE	S Jenifer Infanta	B.Tech IT
T Antony Ruban	BE MECH	H Abdhul Rahuman	B.Tech IT
Visweswaran S	BE	S Hariharan	BE EEE
Dinesh Kumar R	BE	M Zeshan Ahamed	BE MECH
S Abbas Abdul Salam	BE ICE	S Sudharshan	BE MECH
Vishnu Chander Rajendran	BE EEE	S Santhosh Kumar	BE CSE
Harshini M	B.Tech IT	S Alan Roddick	BE ICE
Swetha V	B.Tech IT	Kishore Selvam	BE MECH
Varsha V	B.Tech IT	M Janani	BE ECE
Subiksha K	BE EEE	Sivapriya Sekar	BE ECE
Swarnaa R	BE EEE	Pradeepa L	BE EEE
Varshini R	BE EEE	R Renuka	BE
A Abarna	BE ECE	V Maglin Fathima	BE ECE

Regards,  
HR Team  
WICE

WICE, 17/6, South Vellalar Street,  
Jayankondam – 621 802,  
Ariyalur (Dt),  
Tamilnadu.

[www.wice.org.in](http://www.wice.org.in) 7373758123  
[info@wice.org.in](mailto:info@wice.org.in) 7373788123

WICE, No.15 St Paul's Complex,  
Bharathiyar Salai, Cantonment  
Trichy - 620001  
Tamil Nadu.

HRD/3T/1000861731/20-21

January 28, 2021

Mr. Dilip R  
C.1, 1St Block, 1St Floor, Shan'S Golden Galaxy  
Apartment, No.93, Tvk Road, Puthur  
Tiruchirapalli-620017  
India

Ph: +91-9786139133

Dear Dilip,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature valid

Digitally signed by Richard Lobo  
Date: 2021.01.28 15:39:47 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1000861731/20-21

January 28, 2021

Mr. Dilip R  
C.1, 1St Block, 1St Floor, Shan'S Golden Galaxy  
Apartment, No.93, Tvk Road, Puthur  
Tiruchirapalli-620017  
India

Ph: +91-9786139133

Dear Dilip,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **26-Apr-2021**.

### **Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

**Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

**Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

**National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

**Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.



### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



**ANNEXURE - I**  
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Dilip R			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
<b>NAME</b>	Mr. Dillip R			
<b>ROLE</b>	Systems Engineer			
<b>ROLE DESIGNATION</b>	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>			
<b>4. INCENTIVE COMPONENTS</b>				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>	
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



Mr.R.Satheesh EEE Department <satheesh-eee@saranathan.ac.in>

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**Fwd:**

1 message

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**Eswar M** <eswardon6583@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Tue, Feb 11, 2020 at 8:38 PM

----- Forwarded message -----

From: **Bargavi** <bargavi@247headhunting.com>  
Date: Tue, 11 Feb 2020, 7:01 pm  
Subject: Re:  
To: Eswar M <eswardon6583@gmail.com>

Hi Eswar,

Greetings from Tenpath Solutions !

You got selected in our company.

You can come to our Office directly after completing your exams.

Regards

Bargavi

Senior HR

78714-33370

[bargavi@247headhunting.com](mailto:bargavi@247headhunting.com)

**Tenpath Solutions - 247 Headhunting**

3rd floor, T.R.R Towers

[11th cross, Thillai nagar main road,](#)

[Trichy - 620018](#)

Landmark : Above ICICI bank and Opp to Sony showroom

On 11/02/2020 16:07, Eswar M wrote:

Greetings, I'm Eswar M from saranathan college of engineering, i have been selected in the tenpath interview but my name is not mentioned in the list you have send to our college. I even took photo after getting selected i pinged victor sir about this but I doesn't get any response from him , I'm deeply in trouble in my college about my result please reply mam .



HRD/3T/1000861736/20-21

January 27, 2021

Mr. Ganesan S  
14/22, Shankar Nagar, Srirangam,  
Trichy  
Tiruchirapalli-620006  
India

Ph: +91-9790279245

Dear Ganesan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature valid

Digitally signed by Richard Lobo  
Date: 2021.01.27 09:20:48 IST  
Reason: I am the Signer  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1000861736/20-21

January 27, 2021

Mr. Ganesan S  
14/22, Shankar Nagar, Srirangam,  
Trichy  
Tiruchirapalli-620006  
India

Ph: +91-9790279245

Dear Ganesan,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### **Joining**

Your scheduled date of employment with us will be **01-Mar-2021**.

#### **Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

#### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



**ANNEXURE - I**  
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Ganesan S			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Ganesan S			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

January 29, 2021

HRD/3T/1000861521/20-21

Mr. Ganeshkumar V  
21,  
Appar Street,  
Thiruvavur-610001  
India

Ph: +91-8754962744

Dear Ganeshkumar,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature valid

Digitally signed by Richard Lobo  
Date: 2021.01.29 12:22:53 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



HRD/1000861521/20-21

January 29, 2021

Mr. Ganeshkumar V  
21,  
Appar Street,  
Thiruvavarur-610001  
India

Ph: +91-8754962744

Dear Ganeshkumar,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### **Joining**

Your scheduled date of employment with us will be **24-May-2021**.

#### **Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

#### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

**Signature valid**  
Digitally signed by Richard Lobo  
Date: 2021.07.29 12:22:53 IST  
Reason: Digitally signed  
Location: Bangalore

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
<b>NAME</b>	<b>Mr. Ganeshkumar V</b>
<b>ROLE</b>	<b>Systems Engineer</b>
<b>ROLE DESIGNATION</b>	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
<b>BASIC SALARY</b>	15,000
<b>BASKET OF ALLOWANCES</b>	4,478
<b>BONUS / EX-GRATIA</b> (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
<b>BONUS / EX-GRATIA</b> - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
<b>PROVIDENT FUND</b> - 12% of Basic Salary	1,800
<b>GRATUITY</b> - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY</b> (1+2+3)	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

**ANNEXURE - II**  
(Compensation post Unit allocation)

**COMPENSATION DETAILS**  
(All figures in INR per month)

<b>NAME</b>	Mr. Ganeshkumar V			
<b>ROLE</b>	Systems Engineer			
<b>ROLE DESIGNATION</b>	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
<b>BASIC SALARY</b>			15,000	
<b>BASKET OF ALLOWANCES</b>			4,478	
<b>BONUS / EX-GRATIA</b> (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850	
<b>MONTHLY GROSS SALARY</b>			<b>22,328</b>	
<b>2. ANNUAL COMPONENT</b>				
<b>BONUS / EX-GRATIA</b> - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150	
<b>3. RETIRAL BENEFITS</b>				
<b>PROVIDENT FUND</b> - 12% of Basic Salary			1,800	
<b>GRATUITY</b> - 4.81% of Basic Salary*			722	
<b>FIXED GROSS SALARY (1+2+3)</b>			<b>25,000</b>	
<b>4. INCENTIVE COMPONENTS</b>				
	<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>	
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>	1,250	2,500	5,000	
<b>TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of FGS)</b>			26,250	
<b>TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 10% of FGS)</b>			27,500	
<b>TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 20% of FGS)</b>			30,000	
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margia Money (To be borne by the employee)</b>
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

## Fwd: Letter of Intent - Gokulnath Jawaharlal - Ref. No.: 9322086

1 message

Gokulnath A J <gokulja498@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Tue, Dec 10, 2019 at 5:50 PM

----- Forwarded message -----

From: <careers@wipro.com>  
Date: Mon, Dec 9, 2019, 11:27 PM  
Subject: Letter of Intent - Gokulnath Jawaharlal - Ref. No.: 9322086  
To: <gokulja498@gmail.com>

### Campus - Letter Of Intent

09-Dec-2019

Dear Gokulnath Jawaharlal,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan(WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31 % of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit(Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**  
**Sunil Kalachar**  
**General Manager - Global Campus Head**

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. [www.wipro.com](http://www.wipro.com)



**Offer: Computer Consultancy**

**Ref: TCSL/DT20195198216/Chennai**

**Date: 18/09/2019**

Mr. Gowtham Kathiresan  
D/223,Anna Nagar,4th Cross North Extn,Thennur ,TrichyAnna Nagar,Thennur,  
Behind Kuthpisa Nagar,Chettinad Cement,  
Trichy-620017,  
Tamil Nadu.  
Tel# 91-7904327200

Dear Gowtham Kathiresan,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**

**TCSL/DT20195198216**

**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 ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB



amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

**TCS Confidential**

**TCSL/DT20195198216**

**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



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

**TCS Confidential**

**TCSL/DT20195198216**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.





## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

TCS Confidential

TCSL/DT20195198216

**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



said terms and conditions in case of deputation on international assignments.

### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Gowtham Kathiresan</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

<p><b>Ahmedabad</b> Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> Lead – ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahar, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,</p>
<p><b>INDORE</b> Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p>
<p><b>NAGPUR</b> Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441106,</p>	<p><b>PUNE</b> Lead - ILP Tata Consultancy Services Limited, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

## Fwd: Letter of Intent - Hariharan S - Ref. No.: 9286634

1 message

**HARIHARAN SEKAR** <hariharansekar30@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Thu, Feb 13, 2020 at 9:24 AM

----- Forwarded message -----

From: &lt;careers@wipro.com&gt;

Date: Thu, 13 Feb, 2020, 12:59 AM

Subject: Letter of Intent - Hariharan S - Ref. No.: 9286634

To: &lt;hariharansekar30@gmail.com&gt;

Cc: &lt;manager.campus@wipro.com&gt;

### Campus - Letter Of Intent

February 13, 2020

Dear Hariharan S,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan(WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31 % of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit(Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**  
**Sunil Kalachar**  
**General Manager - Global Campus Head**

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. [www.wipro.com](http://www.wipro.com)


**Fwd: Inviting your esteemed institutions to Conduct a Pool campus placement @ your district**

1 message

**HEAD - Training and Placement** <tp@saranathan.ac.in>

To: Deepan G &lt;Deepan@ictacademy.in&gt;, Sathesh &lt;sathesh@saranathan.ac.in&gt;, "Mr.Koushick ECE Department" &lt;koushick-ec@scen.ac.in&gt;, "Mr.A.Anandhi CBI Department" &lt;anandhi@saranathan.ac.in&gt;, "Mr.Rajesh Mech Department" &lt;rajesh-mech@saranathan.ac.in&gt;, Saranathan Training &amp; Placement Cell &lt;tr@saranathan.ac.in&gt;

Sir/Madam

Greetings! Pl find forwarded the selected students list for the drive conducted by CSS Corp on 17-12-19

Good day

Regards,

Dr.S.M.SiriRajkumar

Head Training &amp; Placement

Saranathan College of Engineering

----- Forwarded message -----

From: Allan Joy &lt;allan@ictacademy.in&gt;

Date: Wed, Dec 18, 2019 at 5:19 PM

Subject: Re: Inviting your esteemed institutions to Conduct a Pool campus placement @ your district

To: HEAD - Training and Placement &lt;tp@saranathan.ac.in&gt;

Cc: Poornaprakash &lt;poornaprakash@ictacademy.in&gt;

Dear Sir,

"Greetings from ICT ACADEMY"

It like to extend my gratitude for coordinating with the CSS Corp pool drive successfully. It was a pleasure being there at our institution and organizing the details of students who are finally placed in the drive conducted yesterday 17-12-19.

1. Lakshmi Radha, M

2. Indira, R

3. Thusneem I thosa, I

4. Akshaya, B

5. Yasmini

6. Nivashini Davi, G

7. Rajul, C, R

Thank you Sir!

With regards,

Allan Joy J

Relationship manager

Academic Initiatives

ICT Academy

Tiruchy

9380651411

From: HEAD - Training and Placement &lt;tp@saranathan.ac.in&gt;

Sent: Wednesday, December 18, 2019 4:55:37 PM

To: Deepan G &lt;Deepan@ictacademy.in&gt;

Cc: Allan Joy &lt;allan@ictacademy.in&gt;; Poornaprakash &lt;poornaprakash@ictacademy.in&gt;; Ramesh Kumar &lt;rameshkumar@ictacademy.in&gt;; Principal of Saranathan College, &lt;principal@saranathan.ac.in&gt;

Saranathan Training &amp; Placement Cell &lt;tr@saranathan.ac.in&gt;

Subject: Re: Inviting your esteemed institutions to Conduct a Pool campus placement @ your district

Dear Sir

Greetings! And we too feel the same, to associate with ICT Academy. Will be glad to get the results through you for official declar

Regards,

Dr.S.M.SiriRajkumar

Head Training &amp; Placement

Saranathan College of Engineering

On Wed, Dec 18, 2019 at 4:21 PM Deepan G &lt;Deepan@ictacademy.in&gt; wrote:

Dear Sir,

Last couple of days it's a good experience and pleasure to work with you. My heartfelt thanks and appreciation to you and Faculty of Saranathan College who IRR Corp pool campus drive.

Hope same kind of support can be expected on upcoming events.

Regards,

Deepan G,

CRM - ICT Academy.

Get Outlook for Android

From: HEAD - Training and Placement &lt;tp@saranathan.ac.in&gt;

Sent: Thursday, December 12, 2019 4:22:44 PM

To: Deepan G &lt;Deepan@ictacademy.in&gt;

Cc: Allan Joy &lt;allan@ictacademy.in&gt;; Poornaprakash &lt;poornaprakash@ictacademy.in&gt;; Ramesh Kumar &lt;rameshkumar@ictacademy.in&gt;; Principal of Saranathan College, &lt;principal@saranathan.ac.in&gt;

Saranathan Training & Placement Cell <hr@gsaranathan.ac.in>  
 Subject: Re: Inviting your esteemed institutions to Conduct a Pool campus placement @ your district

Dear Mr. Deepan

Greetings! Yes, it was good to have a chat with you too. In response to the deliberations had with you, and to the subsequent v today ie 12-12-19

- we will provide the mentions of the table as per your mail, with a modification, ie the GD room, will be converted to the Interview and Mr. Poornaprakash have seen the same - and it will be appropriate )

- We are once again making it clear that all the mentions are applicable, to a maximum strength of 500 only. ( i think we had a ser over the same and thanks for the understanding of the same too )

Regards,

Dr. S. Arin Rajkumar  
 Head Training & Placement  
 Saranathan College of Engineering

On Thu, Dec 10, 2019 at 1:04 PM Allan Jay Salinas <allan@ictacademy.in> wrote:

With regards,  
 Allan Jay J  
 Relationship Manager  
 Academy & Education  
 ICT Academy  
 Tel: 91  
 800001411

From: Deepan G <Deepan@gsaranathan.ac.in>

Sent: Thursday, December 12, 2019 12:18:20 PM

To: Saranathan Training & Placement Cell <hr@gsaranathan.ac.in>

Cc: Principal of Saranathan College, <principal@gsaranathan.ac.in>; Allan Jay Salinas <allan@ictacademy.in>; Poornaprakash <poornaprakash@ictacademy.in>; Ramkumar <ramkumar@ictacademy.in>

Subject: Re: Inviting your esteemed institutions to Conduct a Pool campus placement @ your district

Dear Mr. Girirajkumar,

It was nice talking with you and as discussed, kindly make arrangements for the numbers mentioned in talked mail. Herewith I am sharing the tentative requesting to facilitate us for the event to be successful one.

Please reach me for any other clarifications.

S.No	Time	Activity	Tentative Agenda and Activity for the Day		Man power Required	Other details
				Intro Support		
1	8.30 AM	Registration		4 Registration Desk	2 Faculties , 6 Students	3 registration desk host college, 3 regist
2	10.00 AM	Inauguration	2 Halls (with Projector & Web streaming)		4 Faculties , 4 Students	
3	11.00 AM	Group Discussion		3 Rooms	3 Students	Extra 1 room, If Req
4	01.30 PM	Lunch		NA	NA	Refreshments (7 mor
5	2.00 PM	Personal Interview ( One to One)		2 Classrooms	2 Students	GD Classroom can be t
6	5.00 PM	Final Busrts		NA	NA	Selection on particular day will

Regards

DEEPAN G | Relationship Manager - Corporate Initiatives | ICT Academy - An Initiative of Govt of India, State Govt and Industry |

ELCOT Complex, 2-7 Developed plots, Industrial Estate, Pennington, Chennai - 600036

Ph No: +91 44 6200 6000 Mobile: +91 9790083446 www.ictacademy.in

**ICT ACADEMY**  
 Innovate... Collaborate... Educate...

**10+**

From: Poornaprakash V <poornaprakash@ictacademy.in>

Sent: 11 December 2019 11:56

To: Ramkumar <ramkumar@ictacademy.in>; Deepan G <Deepan@gsaranathan.ac.in>

Cc: Principal of Saranathan College, <principal@gsaranathan.ac.in>; Allan Jay Salinas <allan@ictacademy.in>; Saranathan Training & Placement Cell <hr@gsaranathan.ac.in>

Subject: Re: Inviting your esteemed institutions to Conduct a Pool campus placement @ your district

Dear Deepan,

Kindly refer the below mail from Placement department and share the required details

With Warm Regards


Poornaprakash V  
 Relationship Manager - Corporate Initiatives

ICT Academy



ELCOT Complex, 2-7 Developed Plot, Industrial Estate, Porungudi,  
Chennai - 600 096 Tamil Nadu, India

Mobile: +91 9500145399 • Phone: +91 44 4290 6800 / 20 • www.ictacademy.in

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From: HEAD - Training and Placement <tp@saranathan.ac.in>

Sent: Wednesday, December 11, 2019 11:08 AM

To: Poornaprakash <poornaprakash@ictacademy.in>

Cc: Ramkumar <ramkumar@ictacademy.in>; Principal of Saranathan College, <principal@saranathan.ac.in>; Allan Joy <allan@ictacademy.in>; Saranathan Training & Placement <tp@saranathan.ac.in>

Subject: Re: Inviting your esteemed institutions to Conduct a Pool campus placement @ your district

Dear Mr.PoornaPrakash

Greetings! In response to the various deliberations had, I am putting forward the following points for your perusal and further s  
- had a one to one discussion with Mr.Allan, had was updated that, the expected count is more than 1000. Mr.Prakash, in this reg  
an important point, that on the date preferred we have University exams for more than 650 students, and managing the logistics  
a count of 500 maximum. This is what you committed, on our in person discussion. So, we wish to inform that, anything above 50  
beyond our scope.

- yet to receive the action plan /agenda for the drive.

- as per our discussions, it a requirement of 3 rooms for GD, and for Inauguration we will provide a 200 capacity hall, and 100 ca  
streaming. ( the same was also asserted to you )

- our students, who have all clear would register, as per the link sent by Mr.Allan

- kindly respond to the mail, so as to make our plans implementable based on our discussions.

Good day

Regards,

Dr.S.M.Girirajkumar

Head Training & Placement

Saranathan College of Engineering

On Thu, Nov 21, 2019 at 1:21 PM Poornaprakash <poornaprakash@ictacademy.in> wrote:

Dear Ramkumar,

Saranathan College of Engineering has accepted to conduct the placement drive on 17-12-2019.

Kindly provide the roles & responsibilities of college.

With Warm Regards

Poornaprakash V

Branch Head - Academic Institute

ICT Academy

ELCOT Complex, 2-7 Developed Plot, Industrial Estate, Porungudi

Chennai - 600 096 Tamil Nadu, India

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From: Poornaprakash <poornaprakash@ictacademy.in>

Sent: Thursday, November 21, 2019 1:19 PM

To: HEAD - Training and Placement <tp@saranathan.ac.in>

Cc: Principal of Saranathan College, <principal@saranathan.ac.in>; Allan Joy <allan@ictacademy.in>; Saranathan Training & Placement <tp@saranathan.ac.in>

Subject: Re: Inviting your esteemed institutions to Conduct a Pool campus placement @ your district

Dear Sir,

Thanks for accepting the date.We will provide you the action plan at the earliest

With Warm Regards

Poornaprakash V

Branch Head - Academic Institute

ICT Academy

ELCOT Complex, 2-7 Developed Plot, Industrial Estate, Porungudi

Chennai - 600 096 Tamil Nadu, India

Mobile: +91 9500145399 • Phone: +91 44 4290 6800 / 20 • www.ictacademy.in



From: HEAD - Training and Placement <hr@sarathan.ac.in>  
 Sent: Thursday, November 21, 2019 12:25 PM  
 To: Poornaprakash <poornaprakash@ictacademy.in>  
 Cc: Principal of Saranathan College, <principal@sarathan.ac.in>; Alan Joy <alan@ictacademy.in>; Saranathan Training & Placement Cell <hr@sarathan.ac.in>; vramkumar <vramkumar@ictacademy.in>  
 Subject: Re: Inviting your esteemed institutions to Conduct a Pool campus placement @ your district

Dear Sir,  
 Greetings! We accept your request, to prepone the sched. led drive to 17-12-19. Awaiting, for your further plan of action.  
 Good day

On Thu 21 Nov 2019, 12:11 Poornaprakash, <poornaprakash@ictacademy.in> wrote:  
 Dear Sir,

As discussed, kindly Prepone the CSS Corp Pool Campus placement drive on 17-12-2019.

Kindly acknowledge for the same

From: HEAD - Training and Placement <hr@sarathan.ac.in>  
 Sent: Tuesday, November 12, 2019 11:22 AM  
 To: Poornaprakash <poornaprakash@ictacademy.in>  
 Cc: principal@sarathan.ac.in <principal@sarathan.ac.in>; Alan Joy <alan@ictacademy.in>; Saranathan Training & Placement Cell <hr@sarathan.ac.in>  
 Subject: Re: Inviting your esteemed institutions to Conduct a Pool campus placement @ your district

Dear Sir

Greetings! In response to your mentions, we would be glad, if we know the foll  
 - responsibility to invite other college students  
 - what streams are expected, and how many are expected  
 - what are the facilities required  
 - what would be the ID and package for our participating students. Hope this would not be a process for paid training for the :  
 discussed on this too )  
 - We had the date, planned for 20th Dec, so 7th Dec, is the preponed date. If,so do we have a choice for freezing the same .  
 - Request your response through mail, so as to take it further in our side.

Good day

Regards,

Dr. S.M. Girirajkumar  
 Head Training & Placement  
 Saranathan College of Engineering

On Tue, Nov 12, 2019 at 9:15 AM Poornaprakash <poornaprakash@ictacademy.in> wrote:

Respected Sir,

Greetings from ICT Academy!!

Thank you for your interest to perceive ICT Academy services.

#### ABOUT ICT ACADEMY:

ICT Academy is an initiative of the Government of India in collaboration with the State Governments and Industries. ICT Academy is a not-for-profit social pioneer venture under the Public-Private-Partnership (PPP) model that endeavors to train the higher education teachers and students thereby exercises & generation teachers and industry ready students.

#### ABOUT CSS CORP Pvt Ltd:

CSS is a leading provider of high-quality infrastructure management and technology support services. Using a proven and cost-effective global delivery in technology, infrastructure, platforms and applications for Fortune 2000 companies, and provides 24x7 support solutions for leading enterprise and consu vendors.

CSS is headquartered in Milpitas, CA and employs close to 5,000 employees and has global presence with offices in North America, Europe, South East As including world-class offshore delivery centers in India and They plan to Recruit the Network engineer in our District.

Job Description is enclosed for your reference.

So I request you to confirm the date on 07-Dec-2019

Expected from Your End.

**Requirement from College:**

1. One Conference room for inauguration Purpose.
2. Local Advertisement.
3. 10 Class Rooms
4. Invite Your Close Network Colleges.
5. Local Transportation.

With Warm Regards

Poojaspriyash V  
Sara Head - Academics Institute

ICT Academy

SIJCT Complex, 2-7 Devaloped Hots, Industrial Estate, Perungudi,  
Chennai - 600 098 Tamil Nadu, India

Mobile: +91 9500141522 • Phone: +91 44 4780 6600 / 20 • [www.ictacademy.in](http://www.ictacademy.in)

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To lead the leaders

GST : 33AADCE2283R1ZA

PAN : AADCE2283R

# Etricals Engineers Pvt Ltd

CIN No. : U74999TN2012PTC088571

## OFFER LETTER

Ref No: EEPL/GET/CI/005/2019-20

Date: 29th Feb 2020

To  
Mr.K.Irshath Ali  
Govinda konar street,  
Trichy.

Dear Mr. K.Irshath Ali

**Sub: Employment for the post of Graduate Engineer Trainee- reg.**

With reference to your written exam & interview held at **CADD CENTRE** campus Interview and further discussion you had with us, we have pleasure in offering you an appointment for the post of Graduate Engineer Trainee on the following terms and conditions.

**Gross Salary: Rs 12000/- per month**

**Accommodation & Travel allowance will be provide by the company**

**Date of Reporting of joining date: 15th May 2020.**

1. You will be under probation for a period of six (6) months from date of your joining and during this training period, you are not entitled to any other benefits other than the mentioned above.
2. Your confirmation will be subjected on your satisfactory completion of your service and your capability.
3. You are required to perform all type of jobs assigned to you from time to time in accordance with company's rules, either indoor or outdoor and at any place to which you may be posted
4. In general, the increments shall be given as per scale, but the company do not bind themselves to the same as increments are granted only after consideration of several factors such as performance, trading results, etc.
5. While you are posted to work in any sites, you will observe the working hours of the site Concerned and also the other rules & regulations of the site that may be in force from time to time.
6. You are required to serve the company faithfully and diligently. Any information concerning the company, its policies, engineering practices, trade secrets, etc. of which you may become possessed will be held confidential. Any such information will not be discussed by you to any other person, firm or company when you are in the services of the company

### **IMPORT ANT NOTE:**

If you decide to resign from the company, you have to give Three month notice or 3 months' salary is to be surrendered to the company. As a token of acceptance of this appointment, please sign and return the duplicate copy of this appointment letter in confirmation.

Yours truly,

For ETRICALS ENGINEERS PRIVATE LIMITED,

Acceptance Signature & Date  
(Original signed copy should send to us)



To lead the leaders

GST : 33AADCE2283R1ZA  
PAN : AADCE2283R

# Etricals Engineers Pvt Ltd

CIN No. : U74999TN2012PTC088571

## OFFER LETTER

Ref No: EEPL/GET/CI/005/2019-20

Date: 29th Feb 2020

To

Mr. K.Karthikeyan

612, South Street, rajagiri,  
Viralimalai (tk), Pudukottai.

Dear Mr. K.Karthikeyan

**Sub: Employment for the post of Graduate Engineer Trainee- reg.**

With reference to your written exam & interview held at **CADD CENTRE** campus Interview and further discussion you had with us, we have pleasure in offering you an appointment for the post of Graduate Engineer Trainee on the following terms and conditions.

**Gross Salary: Rs 12000/- per month**

**Accommodation & Travel allowance will be provide by the company**

**Date of Reporting of joining date: 15th May 2020.**

1. You will be under probation for a period of six (6) months from date of your joining and during this training period, you are not entitled to any other benefits other than the mentioned above.
2. Your confirmation will be subjected on your satisfactory completion of your service and your capability.
3. You are required to perform all type of jobs assigned to you from time to time in accordance with company's rules, either indoor or outdoor and at any place to which you may be posted
4. In general, the increments shall be given as per scale, but the company do not bind themselves to the same as increments are granted only after consideration of several factors such as performance, trading results, etc.
5. While you are posted to work in any sites, you will observe the working hours of the site Concerned and also the other rules & regulations of the site that may be in force from time to time.
6. You are required to serve the company faithfully and diligently. Any information concerning the company, its policies, engineering practices, trade secrets, etc. of which you may become possessed will be held confidential. Any such information will not be discussed by you to any other person, firm or company when you are in the services of the company

### **IMPORT ANT NOTE:**

If you decide to resign from the company, you have to give Three month notice or 3 months' salary is to be surrendered to the company. As a token of acceptance of this appointment, please sign and return the duplicate copy of this appointment letter in confirmation.

Yours truly,

  
For **ETRICALS ENGINEERS PRIVATE LIMITED,**

**Acceptance Signature & Date**  
**(Original signed copy should send to us)**

HRD/3T/1000861527/21-22

April 1, 2021

Ms. Keerthana Dhanabalan  
1/80D Thiruvalluvar Nagar, Virupatchipuram, Valangaiman,  
Thiruvarur(Dt)  
Tiruchirapalli-612804  
India

Ph: +91-6381376952

Dear Keerthana,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature valid

Digitally signed by Richard Lobo  
Date: 2021.04.01 09:32:57 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1000861527/21-22

April 1, 2021

Ms. Keerthana Dhanabalan  
1/80D Thiruvalluvar Nagar, Virupatchipuram, Valangaiman,  
Thiruvarur(Dt)  
Tiruchirapalli-612804  
India

Ph: +91-6381376952

Dear Keerthana,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **17-May-2021**.

**Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name

\_\_\_\_\_  
Location

Signature valid

Digitally signed by Richard Lobo  
Date: 2024.11.01 15:32:57 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
<b>NAME</b>	Ms. Keerthana Dhanabalan
<b>ROLE</b>	Systems Engineer
<b>ROLE DESIGNATION</b>	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
<b>BASIC SALARY</b>	15,000
<b>BASKET OF ALLOWANCES</b>	4,478
<b>BONUS / EX-GRATIA</b> (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
<b>BONUS / EX-GRATIA</b> - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
<b>PROVIDENT FUND</b> - 12% of Basic Salary	1,800
<b>GRATUITY</b> - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY</b> (1+2+3)	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money</b> (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Ms. Keerthana Dhanabalan		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
<b>1. MONTHLY COMPONENTS</b>			
BASIC SALARY			15,000
BASKET OF ALLOWANCES			4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850
<b>MONTHLY GROSS SALARY</b>			<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>			
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150
<b>3. RETIRAL BENEFITS</b>			
PROVIDENT FUND - 12% of Basic Salary			1,800
GRATUITY - 4.81% of Basic Salary*			722
<b>FIXED GROSS SALARY (1+2+3)</b>			<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>			
	At an Indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>
<b>OTHER BENEFITS</b>			
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12
			<b>Margin Money</b> (To be borne by the employee)
			Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time			
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act			



Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

## Fwd: Letter of Intent - Kowsalya S - Ref. No.: 9300083

1 message

**Kowsalya Selvakumar** <kowsalyas8765@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Thu, Feb 13, 2020 at 12:28 PM

----- Forwarded message -----

From: <careers@wipro.com>  
Date: Thu 13 Feb, 2020, 2:50 AM  
Subject: Letter of Intent - Kowsalya S - Ref. No.: 9300083  
To: <kowsalyas8765@gmail.com>  
Cc: <manager.campus@wipro.com>

### Campus - Letter Of Intent

February 13, 2020

Dear Kowsalya S,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan(WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31 % of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit(Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**

**Sunil Kalachar**  
**General Manager - Global Campus Head**

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. [www.wipro.com](http://www.wipro.com)





**Offer: Computer Consultancy**

**Ref: TCSL/DT20195200574/Chennai**

**Date: 18/09/2019**

Ms. Lakshmi Sk  
106,Highways Colony,  
Subramaniyapuram,  
Trichy-620020,  
Tamil Nadu.  
Tel# -

Dear Lakshmi Sk,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/DT20195200574**

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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 ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB



amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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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



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**TCSL/DT20195200574**

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.



## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the



said terms and conditions in case of deputation on international assignments.

### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external





background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Lakshmi Sk</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

<p><b>Ahmedabad</b> Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> Lead – ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahar, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,</p>
<p><b>INDORE</b> Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p>
<p><b>NAGPUR</b> Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441106,</p>	<p><b>PUNE</b> Lead - ILP Tata Consultancy Services Limited, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

HRD/3T/1000861531/20-21

January 29, 2021

Mr. Manikandan D  
No.2, Ganapathipuram,  
Heber Road, Trichy  
Tiruchirapalli-620001  
India

Ph: +91-8903313001

Dear Manikandan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature valid

Digitally signed by Richard Lobo  
Date: 2021.01.29 12:56:39 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1000861531/20-21

January 29, 2021

Mr. Manikandan D  
No.2, Ganapathipuram,  
Heber Road, Trichy  
Tiruchirapalli-620001  
India

Ph: +91-8903313001

Dear Manikandan,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **17-May-2021**.

**Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

**Signature valid**  
Digitally signed by Richard Lobo  
Date: 2023.12.22 08:38 IST  
Reason: Digitally signed  
Location: Bangalore

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation during the Training)

**COMPENSATION DETAILS**  
(All figures in INR per month)

<b>NAME</b>	<b>Mr. Manikandan D</b>
<b>ROLE</b>	<b>Systems Engineer</b>
<b>ROLE DESIGNATION</b>	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
<b>BASIC SALARY</b>	15,000
<b>BASKET OF ALLOWANCES</b>	4,478
<b>BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)</b>	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
<b>BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)</b>	150

<b>3. RETIRAL BENEFITS</b>	
<b>PROVIDENT FUND - 12% of Basic Salary</b>	1,800
<b>GRATUITY - 4.81% of Basic Salary*</b>	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

**OTHER BENEFITS**

<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

**ANNEXURE - II**  
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Manikandan D			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>			
<b>4. INCENTIVE COMPONENTS</b>	At an indicative Payout of 5%	At indicative Payout of 10%	At Indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>			
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>			
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>			
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



## Fwd: Infoview\_SCOE\_Results\_2020 Campus:Reg

2 messages

HEAD - Training and Placement &lt;tp@saranathan.ac.in&gt;

Fri, Aug 8, 2019

To: sarathod <sarathod@saranathan.ac.in>, vgnesh <vgnesh@saranathan.ac.in>, "Mr.Koushik EEE Department" <koushik-eee@saranathan.ac.in>  
 Cc: Saranathan Training & Placement Cell <tp@saranathan.ac.in>, "secretary" <secretary@saranathan.ac.in>

Dear Sir/Madam

Greetings! Very glad to inform you the results of IVTL Infoview, Pl convey to the respective students

Regards

Dr.S.M.GiriRajkumar  
 Head Training & Placement  
 Saranathan College of Engineering

----- Forwarded message -----

From: Sarath Chandar <sarath.chandar@infoview.com>  
 Date: Fri, Aug 9, 2019 at 3:23 PM  
 Subject: Infoview\_SCOE\_Results\_2020 Campus:Reg  
 To: Prof. Iyer Gopal Srinivasan Head, T & P Depart <tp@saranathan.ac.in>

Dear Mr.GiriRajkumar,

Greetings.,

Thank you for your support during our 2020 batch - 'Recruitment process'.  
 Apologies for the delay in releasing the results, We appreciate your patience.

With Reference to the 'Campus Recruitment Activity' for 2020 batch,  
 below candidates are going to be a 'Part of Infoview Family'(12 nos).

S.No	Employee Name	College name	Branch
1	Menubalan T	Saranathan College of Engineering	ECE
2	Saravana Kumaran B	Saranathan College of Engineering	ECE
3	Saran Kumar B P	Saranathan College of Engineering	EC
4	K Vignesh	Saranathan College of Engineering	CSE
5	Kisore Subburaman	Saranathan College of Engineering	CSE
6	Vignesh S	Saranathan College of Engineering	EEE
7	S. Abagu	Saranathan College of Engineering	CSE
8	Karthika S	Saranathan College of Engineering	CSE
9	Murush A E	Saranathan College of Engineering	EEE
10	K.Ranjani	Saranathan College of Engineering	CSE
11	S. Kirthika	Saranathan College of Engineering	ECE
12	Nalshali A	Saranathan College of Engineering	ECE

CTC: 4L PA,  
 Work Location: Trichy.

NOTE: Java certification is must for all the selected candidates at the time of joining.

\*They can study in any institute &amp; do the below certification / Study of their own &amp; directly enroll for below 'Oracle Online Certification'.

(Oracle Certified Associate - Oracle 8 Associate / OCA SE 8)

Link : [https://education.oracle.com/ocp-certification/evaluate-your-eligibility/track\\_3122/certification/oracle.com/ocp-certification/ocp-se-8-employees/track\\_331](https://education.oracle.com/ocp-certification/evaluate-your-eligibility/track_3122/certification/oracle.com/ocp-certification/ocp-se-8-employees/track_331)

Thank you.

Kind Regards,

S.Sarath Chandar  
 Manager,  
 Recruitment & Retention  
 P : 644-4742330  
 IVTL Infoview Technologies Pvt.Ltd.  
 W: <http://www.infoview.com>

The only place SUCCESS comes before WORK is in the dictionary.

\*\*\*\*\*E-mail Discipline\*\*\*\*\*

This email is intended only for the person to whom it is addressed and/or otherwise authorized personnel. The information contained herein and attached is confidential and is property of infoview.com. If you are not the intended recipient, please be advised that viewing this message and any attachments as well as copying, forwarding, printing, disseminating any information related to this email is prohibited, and that you should not take any action based on the content of this email and/or its attachments. If you receive this message in error, please contact the sender and destroy all copies of this email and any attachment. Please note that the views and opinions expressed herein are solely the author and do not necessarily reflect those of the company. While antivirus protection tools have been employed, you should check this email and attachment for the presence of viruses. No warranties or assurances are made in relation to the safety and content of this email and attachments. Infoview accepts no liability for any damage caused by an email transmitted by or contained in this email and attachments. No liability is accepted for any consequences arising from this email.

\*\*\*\*\*Thank You\*\*\*\*\*

Mr.R.Satheesh EEE Department <satheesh-eee@saranathan.ac.in>  
 To: vgneshsekar2511@gmail.com

Sat, Aug 17, 2019 at 1:02 PM

Regards,  
R.Satheesh  
Assistant Professor/EE  
Saranathan College of Engineering  
(Saranathan 610016)



## Fwd: FW: Campus Select list - SRM TRP

2 messages

HEAD - Training and Placement &lt;tp@saranathan.ac.in&gt;

To: "Mr.R.Satheesh CEE Department" &lt;satheesh-ee@ saranathan.ac.in&gt;

Tue, J

SI  
FYI

Same has been shared with respective students hence I was not able to communicate to all

----- Forwarded message -----

From: Joshua Victor &lt;jp.victor16@gmail.com&gt;

Date: Fri 17 Jan 2020, 22:48

Subject: FW: Campus Select list - SRM TRP

To:

Dear Prof,  
Greetings from Victor.

We are very much glad to share the selected students list of MAs, CSS Corp, Chennai in the Pooled Campus Interview held in our college on 10th Jan 2020 for your kind reference. We all will WIN together as a family pro's.

In all the days to come we will be having several pooled campus interviews.

Thank you

With kind regards  
Victor  
98948 30030

----- Forwarded message -----

From: DhanushMohan Chandramohan

Date: Tue, Jan 14, 2020 at 1:21 PM

Subject: FW: Campus Select list - SRM TRP

To: tp.placement1@gmail.com &lt;tp.placement1@gmail.com&gt;

Hi team,

Greetings from CSS CORP!

I am happy to announce the results of the drive conducted at your college.

PFB the list of selected students, the selected students would receive their offer letter during the LOI ceremony &amp; the joining date would commence from June - 2020.

Congratulations to all the participants.

Date of Interview	First Name	Mobile No	Alternate No	Email	College Name	Hub
10-Jan-20	KRITHIGA	8497837322	8486670822	krithiganotanjan10@gmail.com	K.RAMAKRISHNAN COLLEGE OF ENGINEERING	SRM TRP Engineering
10-Jan-20	MALLNATCHI	8778931922	9888108376	mallnatchivardhanrajn1002@gmail.com	SARANATHAN COLLEGE OF ENGINEERING	SRM TRP Engineering
10-Jan-20	PRETHY	8577714087	6382084570	prethy18@gmail.com	SRM TRP ENGINEERING COLLEGE	SRM TRP Engineering

We have also selected a few students who would need extra training and after a discussion at our Chennai office, the onboarding process for these candidates would comm 2020.

Date of Interview	First Name	Mobile No	Alternate No	Email	College Name	Hub
10-Jan-20	ILANIG-ATR	8072574492	8843858489	ilanahair1985@gmail.com	Kings college of engineering, Pudukkulan	SRM TRP Engineering
10-Jan-20	DINESH PRABHU	7010094252	8791254853	dinesh.prabhu.ksa@gmail.com	SARANATHAN COLLEGE OF ENGINEERING	SRM TRP Engineering
10-Jan-20	KARTHIKEYAN	8445217850	9750040350	kruthi21005@gmail.com	SRM TRP ENGINEERING COLLEGE	SRM TRP Engineering

7/2/2020

SARANATHAN COLLEGE OF ENGINEERING Mail - Fwd: FW: Campus Select list - SRM TRP

10-Jan-20	ASHIF AMEER	7571205820	9529816593	ashifb70@gmail.com	SARANATHAN COLLEGE OF ENGINEERING	SRM TRP Engineer
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Thanks & Regards,

Chenush Mohan

HR - Talent Acquisition

CSS Corp Pvt. Ltd | No.32 A&S AMBIT IT Park, Ground floor | Ambattur Industrial Estate | Chennai 600 058 | India

<http://www.csscorp.com/india/india.html>

Mr.R.Sathesh EEE Department <sathesh-eee@saranathan.ac.in>  
To: HEAD - Training and Placement <tp@saranathan.ac.in>

Wed, Jan 22, 2020 at 4:18 AM

Thank you sir,  
Chenush Mohan

28-Jan-2020

Dear Mohamed Ameenullah H,  
B.Tech/B.E., Electronics and Electrical Engineering  
Saranathan College of Engineering



**Candidate ID** – 14000325

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

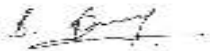
Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu

**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature :**

**Date:**



## Annexure A

<b>Name:</b> Mohamed Ameenullah H	<b>Designation:</b> Programmer Analyst Trainee
-----------------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
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*	7175	86,100
	<b>Annual Gross Compensation</b>		<b>355,500</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>378,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	<b>Annual Total Remuneration</b>		<b>401,986</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# **Provident Fund Wages:** For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

\* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*

HRD/3T/1000861537/20-21

January 28, 2021

Mr. Mohamed Nasrullah Niyamathullah  
14, Vignesh Nagar, 7Th Street, 3Ext  
Manjathidal, Kattur, Trichy  
Tiruchirapalli-620019  
India

Ph: +91-6381052412

Dear Mohamed,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature valid

Digitally signed by Richard Lobo  
Date: 2021.01.28 14:53 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
CTIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1000861537/20-21

January 28, 2021

Mr. Mohamed Nasrullah Niyamathullah  
14, Vignesh Nagar, 7Th Street, 3Ext  
Manjathidal, Kattur, Trichy  
Tiruchirapalli-620019  
India

Ph: +91-6381052412

Dear Mohamed,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **26-Apr-2021**.

**Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

**Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

**Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

**National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

**Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

Signature valid

Digitally signed by Richard Lobo  
Date: 2023.11.20 14:49:53 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Mohamed Nasrullah Niyamathullah			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Mohamed Nasrullah Niyamathullah
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

HRD/3T/1000861757/21-22

April 1, 2021

Mr. Mohamed Suhail A  
7 2Nd Kothbapalli Street  
Nellikuppam  
Cuddalore-607105  
India

Ph: +91-7395888008

Dear Mohamed Suhail,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature valid

Digitally signed by Richard Lobo  
Date: 2021.04.01 09:37:26 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1000861757/21-22

April 1, 2021

Mr. Mohamed Suhail A  
7 2Nd Kothbapalli Street  
Nellikuppam  
Cuddalore-607105  
India

Ph: +91-7395888008

Dear Mohamed Suhail,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **03-May-2021**.

**Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

**Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

**Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

**National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

**Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

**Signature valid**

Digitally signed by Richard Lobo  
Date: 2024.11.08 13:37:28 IST  
Reason: Digitally signed  
Location: Bangalore

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Mohamed Suhail A			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
<b>NAME</b>	<b>Mr. Mohamed Suhail A</b>			
<b>ROLE</b>	<b>Systems Engineer</b>			
<b>ROLE DESIGNATION</b>	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
<b>BASIC SALARY</b>				15,000
<b>BASKET OF ALLOWANCES</b>				4,478
<b>BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)</b>				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
<b>BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)</b>				150
<b>3. RETIRAL BENEFITS</b>				
<b>PROVIDENT FUND - 12% of Basic Salary</b>				1,800
<b>GRATUITY - 4.81% of Basic Salary*</b>				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of FGS)</b>				26,250
<b>TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 10% of FGS)</b>				27,500
<b>TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 20% of FGS)</b>				30,000
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



**Offer: Computer Consultancy**

**Ref: TCSL/DT20195198963/Chennai**

**Date: 18/09/2019**

Ms. Monika M  
No 136 C Municipal Colony 6th Street M.C Road,  
Thanjavur,  
Thanjavur-613007,  
Tamilnadu.  
Tel# 91-9003768210

Dear Monika M,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/DT20195198963**

**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 ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB



amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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**TCSL/DT20195198963**

**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





## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**TCSL/DT20195198963**

**5**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.



## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

TCS Confidential

TCSL/DT20195198963

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said terms and conditions in case of deputation on international assignments.

### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Monika M</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>





## Annexure 2

<p><b>Ahmedabad</b> Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> Lead – ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahar, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> Lead – ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,</p>
<p><b>INDORE</b> Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p>
<p><b>NAGPUR</b> Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441106,</p>	<p><b>PUNE</b> Lead - ILP Tata Consultancy Services Limited, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/DT20195198738/Chennai**

**Date: 18/09/2019**

Ms. Nirubhanjali R V  
1/4725th Cross,Vasan Nagar,  
Vayalur Road, Rettaivaikal,  
Trichy-620102,  
Tamilnadu.  
Tel# 91-8428727841

Dear Nirubhanjali R V,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/DT20195198738**

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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 ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB





amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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**TCSL/DT20195198738**

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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



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.



## **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the

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**TCSL/DT20195198738**

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



said terms and conditions in case of deputation on international assignments.

### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.





### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Nirubhanjali R V</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

<p><b>Ahmedabad</b> Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> Lead – ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahar, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,</p>
<p><b>INDORE</b> Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p>
<p><b>NAGPUR</b> Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441106,</p>	<p><b>PUNE</b> Lead - ILP Tata Consultancy Services Limited, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.





Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

## Fwd: Letter of Intent - Prabhakaran Sridharan - Ref. No.: 9453604

1 message

prabhakaran sridharan <yesprabhakaran98@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Thu, Feb 13, 2020 at 12:25 PM

----- Forwarded message -----

From: &lt;careers@wipro.com&gt;

Date: Thu, Feb 13, 2020 at 12:33 AM

Subject: Letter of Intent - Prabhakaran Sridharan - Ref. No.: 9453604

To: &lt;yesprabhakaran98@gmail.com&gt;

Cc: &lt;manager.campus@wipro.com&gt;

### Campus - Letter Of Intent

February 13, 2020

Dear Prabhakaran Sridharan,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan(WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31 % of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit(Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**

**Sunil Kalachar**  
**General Manager - Global Campus Head**

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Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

## Fwd: Letter of Intent - Pragatheeswari Ganesan - Ref. No.: 9362852

1 message

**pragathe parimala** <pragatheparimala@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Thu, Feb 13, 2020 at 9:19 AM

----- Forwarded message -----

From: &lt;careers@wipro.com&gt;

Date: Thu, Feb 13, 2020, 1:35 AM

Subject: Letter of Intent - Pragatheeswari Ganesan - Ref. No.: 9362852

To: &lt;pragatheparimala@gmail.com&gt;

Cc: &lt;manager.campus@wipro.com&gt;

### Campus - Letter Of Intent

February 13, 2020

Dear Pragatheeswari Ganesan,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan(WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31 % of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit(Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**  
**Sunil Kalachar**  
**General Manager - Global Campus Head**

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VDART GROUP

HR Ref No. VDTO04010016

**Offer Letter**

10 APR 2020

**Dear Prasanth,**

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process, we have selected you for our Training program.

The location of your initial reporting for training will be at Remote. Your training commences on 13-APR - 2020, and you would be reporting to Thomas, HR SPOC.

You would undergo **Induction Training Program**, for which you are **not eligible for any Stipend / Remuneration. On Successful Completion** of Training you will be hired as a **Trainee Recruiter** on rolls of VDart Group and your **Annual CTC** will be **Rs 1,34,385/- per annum, (One Lakh Thirty-Four Thousand Three Hundred and Eighty-Five Only)**.

On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with VDart Group.

This is the **Initial / Provisional Trainee letter** and the **Formal Offer / Appointment Order** with terms of your employment will be handed over to you on your joining.

We congratulate you and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,

Mohana Sundaram  
Senior Manager - HR



Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

## Fwd: Selection Confirmation | e-con Systems India Private Limited

HEAD - Training and Placement <tp@saranathan.ac.in>

Wed, Jul 10, 2019 at 4:31 PM

To: "Mr. Seetharaman ICE Department" <seetharaman-ice@saranathan.ac.in>, "Mr.R.Satheesh EEE Department" <satheesh-eee@saranathan.ac.in>

Cc: "Mr.C.KRISHNAKUMAR HOD EEE" <krishnakumar-eee@saranathan.ac.in>

Sir

PI notify and forwarded the mail from the company to the respective students

PI close the loop

Regards

Dr.S.M.GiriRajkumar

Head Training & Placement

Saranathan College of Engineering

----- Forwarded message -----

From: **Ravisankar S** <ravisankar.s@e-consystems.com>

Date: Wed, Jul 10, 2019 at 4:08 PM

Subject: Selection Confirmation | e-con Systems India Private Limited

To: HEAD - Training and Placement <tp@saranathan.ac.in>

Cc: Principal of Saranathan College , <principal@saranathan.ac.in>, HR <hr@e-consystems.com>

Dear Dr. S.M. GiriRajkumar,

Greetings from e-con Systems!

We are glad to inform that, we would like to place an offer for the following students for the position of **Project Engineer Trainee** with a probation period of **Six** months.

NAME	DEPARTMENT	COLLEGE	DIVISION
Rohit Mallya	EEE	Saranathan College of Engineering	Hardware
Sakthivel. B	ICE	Saranathan College of Engineering	Hardware

The official joining for the above selected students will be intimated in the later stage.

Requesting you to keep the students informed of the offer and also, please keep them informed that, they should not be having any arrears during their joining with us.

Please let them know my coordinates and they can feel free to reach me for any clarifications required.

Regards,

Ravisankar. S

Senior Executive – Human Resource

Desk: +91-44-40105505

Mob: +91-8056747878



Rishabh Info Park, RR Tower IV, 7<sup>th</sup> Floor

Thiru-Vi-Ka Industrial Estate, Guindy

Chennai 600032 | India.

Web Site: [www.e-consystems.com](http://www.e-consystems.com)

**P** Please consider the environment before printing this email

**From:** HEAD - Training and Placement [mailto:tp@saranathan.ac.in]  
**Sent:** 04 July 2019 12:43  
**To:** Ravisankar S  
**Cc:** Principal of Saranathan College ;; HR  
**Subject:** Re: Campus Hiring 2020 Batch | e-con Systems India Private Limited

Dear Mr.Ravisankar

We thank you for considering the request, and in regard to the same, pl find the update list.

A count of 18 , is the increase, and in total we would have 206 for testing on 6-7-19

Regards

Dr.S.M.GiriRajkumar

*Head Training & Placement*

*Saranathan College of Engineering*

On Wed, Jul 3, 2019 at 5:09 PM Ravisankar S <[ravisankar.s@e-consystems.com](mailto:ravisankar.s@e-consystems.com)> wrote:

Ok fine!, please add them and share the updated database at earliest.

Regards,

Ravisankar. S

**From:** HEAD - Training and Placement [mailto:tp@saranathan.ac.in]  
**Sent:** 03 July 2019 16:44  
**To:** Ravisankar S  
**Cc:** Principal of Saranathan College ;; HR  
**Subject:** Re: Campus Hiring 2020 Batch | e-con Systems India Private Limited

Dear Mr.Ravisankar

Greetings! All the mentions are noted, and the same will be taken care of.

- Pl let us know, if there would be any need to take photo copies of question papers.
- reg , the list, there are no major changes.
- there are a lot of CBSE , 12 th passed our students, who are not able to meet the 80% benchmark of the 12th STD, and are eager to be part of the selection process. This is a representation, put forward for your perusal, based on your response, we will do the necessary.
- all the other arrangements would be as usual
- as per our usual practice, since the proceedings are expected to go till late evening, we will make arrangements for dinner in our campus premises itself.

Regards

Dr.S.M.GiriRajkumar

*Head Training & Placement*

*Saranathan College of Engineering*

On Wed, Jul 3, 2019 at 4:02 PM Ravisankar S <[ravisankar.s@e-consystems.com](mailto:ravisankar.s@e-consystems.com)> wrote:

**Dear Placement Team,**

As planned, we will have the campus interview process with your reputed institution on **06/07/2019, Saturday**.

We will be arriving at the campus by **9:00AM**

Here is the agenda for the campus interview with your esteemed institution on **06/07/2019, Saturday**.

**Placement Process:**

Event	Time



Pre-Placement Talk	9:15 to 9:45 AM
Written test – <b>Puzzles</b> (45mins) (ALL)	10:00 to 10:45 AM
Written Test – <b>Hardware</b> (1 hour) (ECE,EIE & EEE Students)	11:00 to 11:45 AM
<b>RESULT FOR PUZZLES</b>	
Written test – <b>Software</b> (45 mins) (only for those shortlisted from Puzzles)	12.00 – 12.45 PM
<b>RESULTS FOR WRITTEN TEST</b>	
<b>LUNCH BREAK</b>	
Technical Interview - Students shortlisted from written tests.	2.30 PM onwards.. Interview may go till late evening.

As mentioned, the process may go till late evening around 10PM. Please inform the students to plan accordingly.

Our Team(10 members): will share you the members list by tomorrow EOD.

I will also require **Placement coordinators** to support us for the recruitment process.

As per your information, there are **180 students** attending the process. Please let me know if there is any additions.

**Here are few of our requirements for the day's process:**

- We shall be starting the process by 9AM. Kindly assemble all students prior.
- Seminar hall/Auditorium – Hall which can accommodate all the eligible students for the Pre Placement talk with Projector, mike, pointer, etc.
- Written test venue – Hall to accommodate the students for the written test. **Preferably in the same block to save time.** Also, you can ask the students to bring **writing pads** so that the test can be conducted in the seminar hall where the pre placement talk happens. This will be **paper – pen tests.**
- Interview Panel Room – **8 rooms** with a table and 4 chairs for the technical interview.
- Stationaries – **Rough sheets** for written test, sheets for the interview process, **staplers(10no.s), pens, etc.**
- **Accommodation/Food/water**, etc. for my team members during the day.

Reach out if you need more clarification in this regard.

**Regards,**

Ravisankar. S

Senior Executive – Human Resource

Desk: +91-44-40105505

Mob: +91-8056747878

Rishabh Info Park, RR Tower IV, 7<sup>th</sup> Floor

Thiru-Vi-Ka Industrial Estate, Guindy

Chennai 600032 | India.

Web Site: [www.e-consystems.com](http://www.e-consystems.com)**P** Please consider the environment before printing this email

**From:** HEAD - Training and Placement [mailto:[tp@saranathan.ac.in](mailto:tp@saranathan.ac.in)]  
**Sent:** 01 July 2019 16:52  
**To:** Ravisankar S  
**Cc:** Principal of Saranathan College ,; HR  
**Subject:** Re: Campus Hiring 2020 Batch | e-con Systems India Private Limited

Dear Mr.Ravisankar

Based on the mentions, we hereby confirm to have the placement drive, from e-con Systems on 6-7-19.

- pl find attached the list of eligible students based on your criterion

Expecting the plan action for the day, so as to make the logistics intact

Good day

**Regards**

Dr.S.M.GiriRajkumar

*Head Training & Placement**Saranathan College of Engineering*

On Mon, Jul 1, 2019 at 4:10 PM Ravisankar S <[ravisankar.s@e-consystems.com](mailto:ravisankar.s@e-consystems.com)> wrote:

Dear Mr. Girirajkumar,

As planned, we will have the campus interview process with your reputed institution on **06/07/2019, Saturday**

Request you to confirm the same at your end to proceed further.

Also, please share us the eligible candidates database to arrange question papers.

Regards,

Ravisankar. S

**From:** HEAD - Training and Placement [mailto:tp@saranathan.ac.in]  
**Sent:** 01 July 2019 12:13  
**To:** Ravisankar S  
**Cc:** Principal of Saranathan College ;; HR  
**Subject:** Re: Campus Hiring 2020 Batch | e-con Systems India Private Limited

Dear Mr.Ravishankar

Greetings! In reference to the earlier deliberations, we hereby confirm the drive to held on 5-7-19, as per your request , at our Institution premises. Kindly let us know the requirements, and plan of action for the day.

Good day

Regards

Dr.S.M.GiriRajkumar

*Head Training & Placement*

*Saranathan College of Engineering*

On Thu, Jun 27, 2019 at 6:24 PM Ravisankar S <ravisankar.s@e-consystems.com> wrote:

Dear Mr. GiriRajkumar. S. M,

Greetings from e-con Systems!

We are glad to inform that we are willing to come to your reputed institution for **Campus Hiring 2020** batch.

Request you to share the possible dates for the process. If possible try to fix it **5<sup>th</sup> July 2019**.

Also, let us know the companies that are visiting your campus before the proposed date.

Here is the details below for your reference.

**About e-con Systems:**

e-con Systems is an Embedded product development company focusing on end to end product development. Founded in October 2003, we provide world class design and development services to our customers and also offer Consultancy services in our area of expertise.

e-con, an Microsoft embedded gold partner from the year 2007 to till date, look for young engineering professionals for our software and hardware development team. Candidates who are willing to pursue a career in the Embedded Domain, we are the best suited place for the future career of budding engineers.

Candidates to possess good logical thinking skills, good knowledge on C programming language and Electronics subjects.

**Job Title: Project Engineer Trainee** (Software/Hardware) – Selected person will be allotted to Hardware/Software design and development team.

**Eligibility: BE/B.Tech – ECE, CSE, EEE, EIE & IT.**

✓ **80%** above in 10<sup>th</sup>, 12<sup>th</sup> and **70%** above in Engineering with no standing arrears.

**Salary Package : 4,20,000/- Per Annum**

**Recruitment Process:**

- ✓ Pre Placement Talk and Q/A Session
- ✓ Written test
  - Puzzles
  - Software : C programming
  - Electronics – For ECE/EEE/ME/MTECH
- ✓ Technical Interview
- ✓ HR Interview

We would also request the students to go through our website [www.e-consystems.com](http://www.e-consystems.com) to know more about us.

**Kindly share the eligible students list.**

Please feel free to approach us for any clarifications.

**Regards,**

Ravisankar. S

Senior Executive – Human Resource

Desk: +91-44-40105505

Mob: +91-8056747878



Rishabh Info Park, RR Tower IV, 7<sup>th</sup> Floor

Thiru-Vi-Ka Industrial Estate, Guindy

Chennai 600032 | India.

Web Site: [www.e-consystems.com](http://www.e-consystems.com)

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HRD/3T/1000861766/20-21

January 28, 2021

Ms. Shree Haarrini S  
8/4A, Csi Mission Hospital Road,  
Woraiyur, Trichy,  
Tiruchirapalli-620003  
India

Ph: +91-8144417232

Dear Shree Haarrini,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature valid

Digitally signed by Richard Lobo  
Date: 2021.01.28 10:44:11 IST  
Reason: I am the Signer  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1000861766/20-21

January 28, 2021

Ms. Shree Haarrini S  
8/4A, Csi Mission Hospital Road,  
Woraiyur, Trichy,  
Tiruchirapalli-620003  
India

Ph: +91-8144417232

Dear Shree Haarrini,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **03-May-2021**.

**Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name

\_\_\_\_\_  
Location

Signature valid

Digitally signed by Richard Lobo  
Date: 2009.11.20 16:44:11 IST  
Reason: Digitally signed  
Location: Bangalore

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation during the Training)

**COMPENSATION DETAILS**  
(All figures in INR per month)

<b>NAME</b>	Ms. Shree Haarrini S			
<b>ROLE</b>	Systems Engineer			
<b>ROLE DESIGNATION</b>	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
<b>BASIC SALARY</b>				15,000
<b>BASKET OF ALLOWANCES</b>				4,478
<b>BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)</b>				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
<b>BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)</b>				150
<b>3. RETIRAL BENEFITS</b>				
<b>PROVIDENT FUND - 12% of Basic Salary</b>				1,800
<b>GRATUITY - 4.81% of Basic Salary*</b>				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Shree Haarrini S
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the Incentive Component at Indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

**CENTRE FOR UNIVERSITY – INDUSTRY COLLABORATION  
ANNA UNIVERSITY, CHENNAI – 600025**

**Dr. T. Thyagarajan  
Professor & Director**

**24.10.2019**

**AU-CUIC-TNSLPP-COGNIZANT-ALL ZONES- SELECTED STUDENTS LIST (FINAL)**

The following is the final selected students list of the Tamil Nadu State Level Placement Programme (TNSLPP – All Zones) conducted for M/s Cognizant by Centre for University – Industry Collaboration (CUIC), Anna University held during 19.10.2019 & 23.10.2019 at Chennai, Madurai & Coimbatore respectively.

University Reg. No	Name	Stream	Zone
310916106024	A Jagadeswari	Electronics & Communication	Chennai
210616205054	A S VISALI	Information Technology	Chennai
311116114121	A THOMAS OLIVER	Mechanical Engineering	Chennai
310816107002	AARATHI S	Electronics & Instrumentation	Chennai
421616106001	ABARNA	Electronics & Communication	Chennai
211416106004	Abarna Sivaprakash	Electronics & Communication	Chennai
310916104003	Afrah Firyal Mohamed	Computer Science	Chennai
421116106003	Afrin K	Electronics & Communication	Chennai
311116106003	AISHWARIYA A	Electronics & Communication	Chennai
411716106004	Aishwarya.S	Electronics & Communication	Chennai
312016104004	AJITHKUMAR J	Computer Science	Chennai
111916114007	Akash S	Mechanical Engineering	Chennai
310816107008	Allen Joseph Anthony	Electronics & Instrumentation	Chennai
113116205006	Amala J	Information Technology	Chennai
421616114303	ANAND R	Mechanical Engineering	Chennai
421116106005	ANBARASI	Electronics & Communication	Chennai
111416106004	Ankireddypalli S	Electronics & Communication	Chennai
210616104005	ANU PRIYA E	Computer Science	Chennai
311116106008	Anysia Victoria A	Electronics & Communication	Chennai
410716104010	Arjun	Computer Science	Chennai
211416105019	Arun Kumar K	Electrical & Electronics	Chennai
211416106025	Arun prakash	Electronics & Communication	Chennai

421116105004	Aruna D	Electrical & Electronics	Chennai
421116106011	Asif Mohammed	Electronics & Communication	Chennai
310916106025	B JANANI	Electronics & Communication	Chennai
412816205024	B.Deepika	Information Technology	Chennai
311616104093	B.Soundarya	Computer Science	Chennai
211416106033	BALAJI PRASANTH	Electronics & Communication	Chennai
410716104015	Balamurugan N	Computer Science	Chennai
412816205014	Balashanmugam U	Information Technology	Chennai
211416104042	Banupriya	Computer Science	Chennai
211316105002	Bharath Vishal B	Electrical & Electronics	Chennai
310916106012	Bharath.G	Electronics & Communication	Chennai
212416105001	BHAVANI S	Electrical & Electronics	Chennai
212216106055	CHOPPA PAVANI	Electronics & Communication	Chennai
412816107041	D.KIRUTHIGA	Electronics & Instrumentation	Chennai
421116106134	D.Sengeni	Electronics & Communication	Chennai
513416106006	Darolin J	Electronics & Communication	Chennai
421116106024	Deepa.G	Electronics & Communication	Chennai
111916106024	DEEPIKA S	Electronics & Communication	Chennai
212016104011	deivanai	Computer Science	Chennai
412816104023	DHAKSHANAMOORTHY	Computer Science	Chennai
113116105011	Dhana sekaran D	Electrical & Electronics	Chennai
421116106028	Dhanalakshmi.S	Electronics & Communication	Chennai
211416205033	Dhanusha R	Information Technology	Chennai
111416104019	DHINESH M	Computer Science	Chennai
412816104026	DINESH KUMAR G	Computer Science	Chennai
211616205032	DIVAKAR D	Information Technology	Chennai
310916106016	DIVYA S	Electronics & Communication	Chennai
412816106038	DIVYA P	Electronics & Communication	Chennai
211416106066	ETLAM SUMANJALI	Electronics & Communication	Chennai
112816105010	G.RUTHRA MOORTHY	Electrical & Electronics	Chennai
312016106091	G.Sasikumar	Electronics & Communication	Chennai
211416106076	GOKULAKANNA	Electronics & Communication	Chennai
211416104090	Golla Mounika	Computer Science	Chennai
211416104097	HARINI SELVARETHINAM	Computer Science	Chennai
412816104040	Harish	Computer Science	Chennai



310916205018	Harish D	Information Technology	Chennai
310916104031	HARISH M	Computer Science	Chennai
211416107025	Harish Metha S	Electronics & Instrumentation	Chennai
412516106046	Harish N	Electronics & Communication	Chennai
211016104018	Harish Rao M	Computer Science	Chennai
412816114051	Harishkumar N	Mechanical Engineering	Chennai
211516205034	HEMAMALINI	Information Technology	Chennai
311016114030	J Hexin	Mechanical Engineering	Chennai
211416106100	J Jayashree	Electronics & Communication	Chennai
111916104098	J PREETHI	Computer Science	Chennai
112816104062	J.Sahaanaa	Computer Science	Chennai
310916106023	Jagadeeswaran K	Electronics & Communication	Chennai
211516105034	Jagadish Kumar	Electrical & Electronics	Chennai
211516106059	JANANI	Electronics & Communication	Chennai
310816107035	Jasper Catherine	Electronics & Instrumentation	Chennai
412816205052	Jayalakshmi	Information Technology	Chennai
211516104053	JAYASRI R	Computer Science	Chennai
421116106061	JAYASRI R	Electronics & Communication	Chennai
310816104036	Jayasurya	Computer Science	Chennai
310916205019	jeeva K	Information Technology	Chennai
310916104037	jeeveetha B	Computer Science	Chennai
411416205007	Jenifer S	Information Technology	Chennai
AC16UCS056	Jerome Marshall J	Computer Science	Chennai
310116104032	Joel C	Computer Science	Chennai
311016104039	JYOTI KUMARI	Computer Science	Chennai
212016205016	K MANIKANDAN	Information Technology	Chennai
110816106077	K R Varsini	Electronics & Communication	Chennai
211516205052	K.KAVIYA	Information Technology	Chennai
311416105017	K.S.Sangeeta	Electrical & Electronics	Chennai
412816205101	K.Sivapriya	Information Technology	Chennai
211416104124	Kabilan.K	Computer Science	Chennai
421116106065	KAMALI M	Electronics & Communication	Chennai
212216106115	Kandula Tharun Srinivas	Electronics & Communication	Chennai
412516114067	Karthickeyan M	Mechanical Engineering	Chennai
412816205054	karthika	Information Technology	Chennai

310916106029	KARTHIKEYAN	Electronics & Communication	Chennai
310916104045	kavitha V	Computer Science	Chennai
110816104041	KAVITHANJALI	Computer Science	Chennai
412516106070	Kaviya	Electronics & Communication	Chennai
211416104142	Kaviya G	Computer Science	Chennai
211516106081	kaviya G	Electronics & Communication	Chennai
421116106068	kavya.N	Electronics & Communication	Chennai
421616104049	Kavyapriya	Computer Science	Chennai
211616205047	KEERTHANA	Information Technology	Chennai
310916104048	Keerthi M	Computer Science	Chennai
211416104144	Kirthiga	Computer Science	Chennai
111916114063	Kishore Kumar S	Mechanical Engineering	Chennai
211516106084	Kishorekumar S	Electronics & Communication	Chennai
211416104146	kokulan M	Computer Science	Chennai
211416104156	kumaran V	Computer Science	Chennai
211616114082	Lakshmi Narayanan. T	Mechanical Engineering	Chennai
211416104159	Lakshmi Priya	Computer Science	Chennai
310816105060	Lakshmi priya P	Electrical & Electronics	Chennai
310916106033	LAKSHMI PRIYA S	Electronics & Communication	Chennai
421216104002	M Arjun	Computer Science	Chennai
412816114092	M MUTHULAKSHMANAKUMAR	Mechanical Engineering	Chennai
211416104258	M Sharan	Computer Science	Chennai
AC16UCS125	M.D.Shanmuga	Computer Science	Chennai
311116106040	M.POOJASREE	Electronics & Communication	Chennai
310916106057	M.RAGHAVI	Electronics & Communication	Chennai
421216106016	Madhumitha	Electronics & Communication	Chennai
111416106055	MADISETTY	Electronics & Communication	Chennai
412216106012	MAHABOOB BEGUM	Electronics & Communication	Chennai
412716106018	Mamtha S	Electronics & Communication	Chennai
421616114093	MANIKANDAN M	Mechanical Engineering	Chennai
421616114096	Manimaran	Mechanical Engineering	Chennai
421116106084	Manju Subashini	Electronics & Communication	Chennai
310816106060	Manoj S	Electronics & Communication	Chennai
310916106037	MEENA DEVI.S	Electronics & Communication	Chennai
412816107052	MEGALA S	Electronics & Instrumentation	Chennai

113116205039	MITHA CHANDRAN B	Information Technology	Chennai
412816106079	Mithun	Electronics & Communication	Chennai
110116106024	Mohamed Imtiaz	Electronics & Communication	Chennai
510616104048	MOHAMED INAMUL HASAN	Computer Science	Chennai
412816107058	MONISHA J	Electronics & Instrumentation	Chennai
310916106040	Mounika M	Electronics & Communication	Chennai
210616106045	MUGESHKUMAR M	Electronics & Communication	Chennai
421116106088	Muralidaran	Electronics & Communication	Chennai
421116106089	mythili	Electronics & Communication	Chennai
310616106169	N.M.VISHAL KANNA	Electronics & Communication	Chennai
421116205014	Nagapriyadarshini	Information Technology	Chennai
111416104048	Nallapaneni	Computer Science	Chennai
421116104058	Narmadha.S	Computer Science	Chennai
310816104077	NITHIN KUMAR A	Computer Science	Chennai
111916106090	NIVEDHA M	Electronics & Communication	Chennai
211716104067	Nivedha N	Computer Science	Chennai
310916104063	Nivedha S	Computer Science	Chennai
421116106098	nivetha V	Electronics & Communication	Chennai
310116104042	P Madhumitha	Computer Science	Chennai
421616106092	P Rameswar	Electronics & Communication	Chennai
421216106003	P.Devi	Electronics & Communication	Chennai
211516104109	PARASAKTHI	Computer Science	Chennai
16037	Pavithra.E	Electronics & Communication	Chennai
412816107067	Pavithra.P	Electronics & Instrumentation	Chennai
421116106103	Pavithra.S	Electronics & Communication	Chennai
412816106097	POOJA R	Electronics & Communication	Chennai
510616106049	Pooja S	Electronics & Communication	Chennai
112816104048	Poojitha L	Computer Science	Chennai
211016106053	poovarasana	Electronics & Communication	Chennai
211416114223	Prakash Raj.N.A	Mechanical Engineering	Chennai
211516106118	Pramodh	Electronics & Communication	Chennai
421216105011	PRAVIN S	Electrical & Electronics	Chennai
410716104076	Pravinkumar D	Computer Science	Chennai
421616106084	Preetha	Electronics & Communication	Chennai
412816104073	Preetha K	Computer Science	Chennai

513416106031	Priya B	Electronics & Communication	Chennai
113016104071	PRIYANKA	Computer Science	Chennai
421116106114	priyanka.k	Electronics & Communication	Chennai
421116106115	Purushothaman.D	Electronics & Communication	Chennai
211716106065	R KAVIYA	Electronics & Communication	Chennai
211416205173	R Sudharsan	Information Technology	Chennai
610816114086	R UTHRA KUMAR	Mechanical Engineering	Chennai
510616104093	R Vasundhra	Computer Science	Chennai
310616106002	R.Aarthi	Electronics & Communication	Chennai
421116106106	R.PRAKASH	Electronics & Communication	Chennai
312016105044	R.Siva Subramanian	Electrical & Electronics	Chennai
211516104128	ragave.m	Computer Science	Chennai
421616104077	RAGUL SELVAMANI	Computer Science	Chennai
412816105069	Ragulkrish	Electrical & Electronics	Chennai
AC16UEI018	RAHUL D	Electronics & Instrumentation	Chennai
113116105060	Rajini priya	Electrical & Electronics	Chennai
412816104080	Ramachandran T	Computer Science	Chennai
310916205034	Ramya	Information Technology	Chennai
113116104081	RAMYA PRIYA	Computer Science	Chennai
111416104072	Rangani Kalyani	Computer Science	Chennai
410116104040	Rangarajan	Computer Science	Chennai
310616106104	RANJEETH K	Electronics & Communication	Chennai
111916106111	RANJITH KUMAR	Electronics & Communication	Chennai
AC16UCS108	Rasmiha	Computer Science	Chennai
310816104085	RENUKA	Computer Science	Chennai
412816205084	Reshma	Information Technology	Chennai
421116104085	RIHANA BEGUM	Computer Science	Chennai
412816107081	RISHIGHAJAGAN	Electronics & Instrumentation	Chennai
412716205016	Ruban Thilak	Information Technology	Chennai
510416104057	Rugved Ramesh	Computer Science	Chennai
310616106149	S B SUZHMITHA	Electronics & Communication	Chennai
421116105022	S.HARINI	Electrical & Electronics	Chennai
211416106093	S.Ishwarya	Electronics & Communication	Chennai
212216106119	S.kaviya	Electronics & Communication	Chennai
310916106031	S.Kavya	Electronics & Communication	Chennai

411616106012	S.Monica	Electronics & Communication	Chennai
421116106158	S.Thilagavathi	Electronics & Communication	Chennai
412816106117	Sachin Sakkthi K	Electronics & Communication	Chennai
412416205072	Samaya Nandhini	Information Technology	Chennai
113116106073	Sandhiya S	Electronics & Communication	Chennai
412816205090	Sanjay J	Information Technology	Chennai
421116106129	Sankarganesh.R	Electronics & Communication	Chennai
211616114159	santhosh kumar R	Mechanical Engineering	Chennai
421116104091	SARAH CATHARIN S	Computer Science	Chennai
112816106030	Sathya	Electronics & Communication	Chennai
110116104083	SHAIK SOHEB	Computer Science	Chennai
212216106263	SHAIK AYESHA	Electronics & Communication	Chennai
421116205026	SHAIK MOHAMMED FARUK S	Information Technology	Chennai
212216106264	Shaik Mohammed Fayaz	Electronics & Communication	Chennai
412516105070	Sharmela J	Electrical & Electronics	Chennai
421116104099	SHARUN J	Computer Science	Chennai
310916106069	shayidhabee.b	Electronics & Communication	Chennai
412816114152	SHIDHARTH.J	Mechanical Engineering	Chennai
410616104043	SHIFA RAYEESA	Computer Science	Chennai
312016104089	Shifel Malar	Computer Science	Chennai
421116106138	Shobana.K	Electronics & Communication	Chennai
412416106084	SHRRUTI PIRIYA	Electronics & Communication	Chennai
412816106134	Shubhana S	Electronics & Communication	Chennai
211416205159	Shuriya P	Information Technology	Chennai
311116106058	Siby Mariam E	Electronics & Communication	Chennai
211416106255	Sindhu T	Electronics & Communication	Chennai
111916104132	Sona M	Computer Science	Chennai
421116106141	SOUNDARYA S	Electronics & Communication	Chennai
421616106701	Sowmiya	Electronics & Communication	Chennai
412416205085	Sr Subashree	Information Technology	Chennai
211716114117	Sri Abishek	Mechanical Engineering	Chennai
311416104071	Sri Balaaji Ganesh	Computer Science	Chennai
211716114118	Sri balaji E	Mechanical Engineering	Chennai
310816107105	SRIDHARAN D	Electronics & Instrumentation	Chennai
312016104095	SUBASREE M	Computer Science	Chennai

312016106100	Subhiksha K	Electronics & Communication	Chennai
310816114139	SUBRAMANIAN M	Mechanical Engineering	Chennai
211416104273	Sucender S	Computer Science	Chennai
310816106107	Suganthi S	Electronics & Communication	Chennai
421616106114	Sumaiya Nahar Rafeeq	Electronics & Communication	Chennai
211416104275	SUPRIYA G	Computer Science	Chennai
312016104099	Supriya.R	Computer Science	Chennai
421116106152	sure sai mahesh	Electronics & Communication	Chennai
411516104095	SURENDHAR P	Computer Science	Chennai
111916104140	Suryaprakash G	Computer Science	Chennai
412816106147	Swathi	Electronics & Communication	Chennai
310916104092	Swathi sri G	Computer Science	Chennai
311616104098	Swetha	Computer Science	Chennai
412816104111	Swethaa R	Computer Science	Chennai
412816106148	Tajuddin N	Electronics & Communication	Chennai
310916106076	TAMIL LENIN R	Electronics & Communication	Chennai
AC16UCS142	TAMILMOZHI M J	Computer Science	Chennai
412816114165	Thamilvanan K	Mechanical Engineering	Chennai
412816104114	Thansh Dhanavel	Computer Science	Chennai
410616106030	Tharique Ajeez.K	Electronics & Communication	Chennai
211416114341	THARUN SAI C	Mechanical Engineering	Chennai
312016104078	V R Sai	Computer Science	Chennai
411416106046	V S Subeeksha	Electronics & Communication	Chennai
211016104084	V Vasavi	Computer Science	Chennai
412816205053	v.c.karthick	Information Technology	Chennai
421116106096	V.Nivedha	Electronics & Communication	Chennai
113016106094	V.SRUTHI	Electronics & Communication	Chennai
412416114082	Vageshwar B	Mechanical Engineering	Chennai
211416107060	vaishnavi S	Electronics & Instrumentation	Chennai
412816104118	Varun Prasat S	Computer Science	Chennai
421616114201	Vasanthakumar.s	Mechanical Engineering	Chennai
310916104097	vasanthi	Computer Science	Chennai
412816205113	Vendamani	Information Technology	Chennai
310116104101	Venkatash K	Computer Science	Chennai
412816114176	Venkatesan	Mechanical Engineering	Chennai

211416104298	Venkatesh Balaji	Computer Science	Chennai
112816104086	Venkatesh R	Computer Science	Chennai
112816106039	vennila	Electronics & Communication	Chennai
111916104158	Vignesh	Computer Science	Chennai
412816105109	vignesh T	Electrical & Electronics	Chennai
412516107077	Vignesh V	Electronics & Instrumentation	Chennai
112816106040	Vignesh.B	Electronics & Communication	Chennai
113016114106	Vijay Logesh.K	Mechanical Engineering	Chennai
311416104082	VIJAYAVARMAN A	Computer Science	Chennai
412816104124	VISHALI B	Computer Science	Chennai
310916105053	Vishranthi	Electrical & Electronics	Chennai
211416205188	Vithya Sree	Information Technology	Chennai
211416106313	Vivian Glen	Electronics & Communication	Chennai
412816105113	yukesh R	Electrical & Electronics	Chennai
310116104106	Yuvaraj Manikannan	Computer Science	Chennai
911716104010	A Gayathri	Computer Science	Madurai
820416205046	A. Ramya Visalatchi	Information Technology	Madurai
960216106026	A.Daarani	Electronics & Communication	Madurai
910616105036	A.Mutheeswaran	Electronics and Electrical	Madurai
960216104002	Aarathi D	Computer Science	Madurai
813816106002	Aarathi L	Electronics & Communication	Madurai
960216104004	Aasini M	Computer Science	Madurai
621316104001	Abinaya R	Computer Science	Madurai
621316106003	Afreen Begum A	Electronics & Communication	Madurai
2016103003	Agniraj M	Electronics and Electrical	Madurai
920416205003	Aishwarya G R	Information Technology	Madurai
621316106005	Ajaikumar Selvakumar	Electronics & Communication	Madurai
1613007	Ajmal Ahamed S	Electronics and Electrical	Madurai
960216106005	Akshaya Mohanakumar	Electronics & Communication	Madurai
621316106008	Akshaya T	Electronics & Communication	Madurai
812616114007	Ansar Hussain	Mechanical Engineering	Madurai
1611010	Anshath Nisha . P	Electronics & Communication	Madurai
950716114015	Anto Revanth.J	Mechanical Engineering	Madurai
960216104014	Anupreetha.D	Computer Science	Madurai
162123	Anusa	Computer Science	Madurai

814716104005	Archana K.P	Computer Science	Madurai
960216106016	Ariya Krishnakumar	Electronics & Communication	Madurai
1614008	Arjune	Electronics & Instrumentation	Madurai
960216106019	Arthi Chandrasekaran	Electronics & Communication	Madurai
960216104020	Ashikadevi Sukumaran	Computer Science	Madurai
1601013	Asta Lakshmi M	Computer Science	Madurai
621316104008	Balaji U	Computer Science	Madurai
1611015	Balasaraswathi R	Electronics & Communication	Madurai
960216104027	Bebisha U	Computer Science	Madurai
813816105012	Becca R	Electronics and Electrical	Madurai
813816114010	Benhur Newton Roy	Mechanical Engineering	Madurai
910616205012	Bhuvana Prasad M.S.	Information Technology	Madurai
1612096	C.Singaraj	Computer Science	Madurai
950716104012	Carmel Dev	Computer Science	Madurai
812616107002	Chandra Athithan	Electronics & Instrumentation	Madurai
813816114012	Cherarajan K	Mechanical Engineering	Madurai
1613022	Cherma Jeya.K	Electronics and Electrical	Madurai
960216106025	Chitra Rajendran Vimalastary	Electronics & Communication	Madurai
813816114014	Deepak Krishna R	Mechanical Engineering	Madurai
1611020	Dhanalakshmi	Electronics & Communication	Madurai
962816106020	Dhanalakshmi M	Electronics & Communication	Madurai
2016108009	Dharshan R	Information Technology	Madurai
820416104030	Dheenul Apzan .K	Computer Science	Madurai
960216104030	Divya R K	Computer Science	Madurai
950716114038	Esakki Raja R	Mechanical Engineering	Madurai
950616104013	Fathima Sharine M	Computer Science	Madurai
162007	G Soundarya	Computer Science	Madurai
910616106089	G A Sakthi	Electronics & Communication	Madurai
950816106702	G K Vasanth	Electronics & Communication	Madurai
951516106035	G.Rajarajeswari	Electronics & Communication	Madurai
960216104083	G.Vinotha	Computer Science	Madurai
950816106034	Ganakavalli K	Electronics & Communication	Madurai
950716106033	Ganesan J	Electronics & Communication	Madurai
951516104014	Gayathri M	Computer Science	Madurai
813816106035	Gayathri R	Electronics & Communication	Madurai



960216104037	Gayathri K S	Computer Science	Madurai
1613029	Gobiga R K	Electronics and Electrical	Madurai
960216106029	Gobika K	Electronics & Communication	Madurai
920916114010	Gokulakrishnan Venkatesan	Mechanical Engineering	Madurai
960216106030	Gopika Narayanan	Electronics & Communication	Madurai
960216104044	Haleema Rustha Mohamed Iftikhar	Computer Science	Madurai
1610034	Hareesh Kumar K	Mechanical Engineering	Madurai
621316106029	Harikrishnan S	Electronics & Communication	Madurai
161027	Harini M	Electronics & Communication	Madurai
813816106039	Hebeya V	Electronics & Communication	Madurai
621316205017	Hemalatha S	Information Technology	Madurai
960216104045	Insha G	Computer Science	Madurai
621316205018	Jeevalakshmi G	Information Technology	Madurai
961816106029	Jeni Sowmya Titus	Electronics & Communication	Madurai
962816105021	Jerosheja B R	Electronics and Electrical	Madurai
960216106035	Jobika Maria Vincent Raj	Electronics & Communication	Madurai
1610051	Joseph Regan E	Mechanical Engineering	Madurai
960216105013	K Parthasarathi	Electronics and Electrical	Madurai
621316106081	K S Sabarish Kumaran	Electronics & Communication	Madurai
960216104042	K.Gobisha	Computer Science	Madurai
950716106118	K.Sneha	Electronics & Communication	Madurai
621316105024	Kanimozhi Mallan	Electronics and Electrical	Madurai
950716106057	Karthick	Electronics & Communication	Madurai
813816114034	Karthikraja K	Mechanical Engineering	Madurai
961816104026	Kavin Pratheesh K	Computer Science	Madurai
813816106052	Kavitha Subbaiah	Electronics & Communication	Madurai
920416104046	Keerthana.S	Computer Science	Madurai
165034	Kiruba Sundhar Ravi	Information Technology	Madurai
812416105025	Kiruthika J	Electronics and Electrical	Madurai
960216106041	Krishna Priya Ajith Kumar Prema Kumari	Electronics & Communication	Madurai
950716106065	Lakshmi S	Electronics & Communication	Madurai
1610023	M. Dilan	Mechanical Engineering	Madurai
953616106080	M.Sindhumeenakshi	Electronics & Communication	Madurai
162042	M.Yasmin Fathima	Computer Science	Madurai
950716104044	Mangaiyarkarasi	Computer Science	Madurai

950716106068	Manisha P	Electronics & Communication	Madurai
621316106052	Manojkumar D	Electronics & Communication	Madurai
1601051	Manoranjan A	Computer Science	Madurai
950716205029	Mathivanan R	Information Technology	Madurai
950616106022	Mathumitha R	Electronics & Communication	Madurai
164028	Meera M	Electronics & Instrumentation	Madurai
960216106051	Minas S	Electronics & Communication	Madurai
621316106053	Mirudhula	Electronics & Communication	Madurai
813816105058	Mohamed Ameenullah H	Electronics and Electrical	Madurai
950516106046	Murugeswari Guru P	Electronics & Communication	Madurai
920416105052	Muthu Chendu K	Electronics and Electrical	Madurai
621316205028	Muthuselvan S	Information Technology	Madurai
2016102106	Muthusurya	Computer Science	Madurai
950716104084	N.Sri Vidhya	Computer Science	Madurai
812616114048	Nagarajan G	Mechanical Engineering	Madurai
814716104027	Ned Curtis Dylan	Computer Science	Madurai
961416104038	Nitha Mohan R	Computer Science	Madurai
712916104018	Nivetha	Computer Science	Madurai
621316106063	Nivetha C	Electronics & Communication	Madurai
820316106020	Nivethitha Amirthalingam	Electronics & Communication	Madurai
621316205031	Niwin J V	Information Technology	Madurai
950716104071	P.Sathya	Computer Science	Madurai
951516104701	P.Sundaramahalingam	Computer Science	Madurai
621316104056	P.Vinothini	Computer Science	Madurai
910616114058	Pon Sankara Naveen R K	Mechanical Engineering	Madurai
813816105066	Prabhakaran Sritharan	Electronics and Electrical	Madurai
712916104021	Prabhavathi C K	Computer Science	Madurai
910616105051	Prasanna Kumar T G	Electronics and Electrical	Madurai
960216106061	Primla Prince	Electronics & Communication	Madurai
950716106090	Priya Tharshini S	Electronics & Communication	Madurai
910616105053	Priya.R	Electronics and Electrical	Madurai
621316104039	Priyadharshini S	Computer Science	Madurai
813816106079	Priyadharshini.K	Electronics & Communication	Madurai
621316105047	Priyadharsini S	Electronics and Electrical	Madurai
821316106009	R Anisha	Electronics & Communication	Madurai

910616205067	R C Suraj Kumar	Information Technology	Madurai
910616106112	R S Varsha	Electronics & Communication	Madurai
960216106008	R.Anchana Selvi	Electronics & Communication	Madurai
961816104027	R.S.Krishna Priya	Computer Science	Madurai
960216106062	Rajadharshini R V	Electronics & Communication	Madurai
621316105048	Ram Priya	Electronics and Electrical	Madurai
950716106095	Ramu S	Electronics & Communication	Madurai
910616114076	Ramvignesh M G	Mechanical Engineering	Madurai
621316106079	Rani S	Electronics & Communication	Madurai
960216106066	Renukadevi Kumaradhas	Electronics & Communication	Madurai
910716104046	Rishi Vignesh	Computer Science	Madurai
920416105066	Rithi Andal Pooja.V	Electronics and Electrical	Madurai
961416105026	Ron P Cherian	Electronics and Electrical	Madurai
813816106082	Roshini Thayalakumar	Electronics & Communication	Madurai
165054	S Kowsalya	Information Technology	Madurai
960216106042	S Lalitha Gayathri	Electronics & Communication	Madurai
1610010	S.Arunraj	Mechanical Engineering	Madurai
951516105005	S.Gobinath	Electronics and Electrical	Madurai
813816104046	S.Keerthana	Computer Science	Madurai
961816106064	S.Sahaya Mervin Gladish	Electronics & Communication	Madurai
920416107025	S.Shenbagavalli	Electronics & Instrumentation	Madurai
960216104067	Sakthi Jayasekharan Puvaneswari	Computer Science	Madurai
910616104075	Sangeeth Kumar I	Computer Science	Madurai
621316106083	Sangeethram M	Electronics & Communication	Madurai
1612087	Sankara Rama Nathan A	Computer Science	Madurai
953616114078	Santhana Kumar A	Mechanical Engineering	Madurai
813816106086	Santhya.S	Electronics & Communication	Madurai
813816114092	Sathish Kumar A	Mechanical Engineering	Madurai
950816105047	Seenivasan S	Electronics and Electrical	Madurai
920416105072	Seshankumar Sethurajan	Electronics and Electrical	Madurai
813816106093	Shalini P	Electronics & Communication	Madurai
813816106094	Shanmuga Priya R	Electronics & Communication	Madurai
960216106073	Sheema C	Electronics & Communication	Madurai
950516106073	Shunmugapriya T	Electronics & Communication	Madurai
2016108039	Shvetha A	Information Technology	Madurai

813816105091	Sidharth Prasad	Electronics and Electrical	Madurai
960216106701	Sindhu Rajan	Electronics & Communication	Madurai
950716106701	Sinhuja S	Electronics & Communication	Madurai
2016108040	Sivasubramanian K	Information Technology	Madurai
961816106073	Smitha Sundaresan	Electronics & Communication	Madurai
1610102	Snowson Fernando.E	Mechanical Engineering	Madurai
820316106029	Soundarya	Electronics & Communication	Madurai
621316104051	Srija B	Computer Science	Madurai
920416106092	Sriram A	Electronics & Communication	Madurai
920216104029	Sruthi Shivani K	Computer Science	Madurai
960216106081	Stephy Antony Jeya Henson	Electronics & Communication	Madurai
960216105701	Suba Lekshmi Kolappan Vani	Electronics and Electrical	Madurai
163012	Subash.K	Electronics and Electrical	Madurai
960216104077	Sujitha Mary Thangam Rajasingh	Computer Science	Madurai
621316104053	Sumetha	Computer Science	Madurai
950716205050	Sundarraaj	Information Technology	Madurai
962816114703	Surjith P	Mechanical Engineering	Madurai
2016104143	T.Shabreen Fathima	Electronics & Communication	Madurai
960216105028	Tharanya Thankapandian	Electronics and Electrical	Madurai
961816104052	Uma Raju	Computer Science	Madurai
920416205009	V.Aravindh	Information Technology	Madurai
2016102115	V.R.Pooja Meenakshi	Computer Science	Madurai
920216106013	V.S.Monisha	Electronics & Communication	Madurai
960216104079	Vaikunda Meena	Computer Science	Madurai
813816106107	Valantina Nivetha V	Electronics & Communication	Madurai
1615053	Varshini V	Information Technology	Madurai
1610114	Vignesh U	Mechanical Engineering	Madurai
950716104096	Vijaya Indra K	Computer Science	Madurai
621316106108	Vinodhini V	Electronics & Communication	Madurai
812416106040	Vishnupriya N J	Electronics & Communication	Madurai
621316104057	Vishwam	Computer Science	Madurai
621316104058	Yeshwanth R	Computer Science	Madurai
16tuec002	Abarna C	Electronics & Communication	Coimbatore
16EC001	Abarna S	Electronics & Communication	Coimbatore
16105001	Abarna E	Electronics & Communication	Coimbatore

161EC107	Abhilash R	Electronics & Communication	Coimbatore
16tucs005	Abishek	Computer Science	Coimbatore
711516114002	Abishek M	Mechanical Engineering	Coimbatore
16EC003	Adishri M	Electronics & Communication	Coimbatore
711516106003	Afreen Fathima A	Electronics & Communication	Coimbatore
16BEE087	Agilaraja	Electrical Engineering	Coimbatore
16CS003	Ajith Kumar Sekar	Computer Science	Coimbatore
732116205004	Ajith.R	Information Technology	Coimbatore
16103004	Alageshwari Deivasigamani	Electronics & Communication	Coimbatore
16EC005	Allam Kanath Kumar	Electronics & Communication	Coimbatore
1516105702	Anandhakumar Shanmuga Sundaram	Mechanical Engineering	Coimbatore
16IT002	Anandhkumar S	Information Technology	Coimbatore
16CS005	Anitha Keskaran	Computer Science	Coimbatore
16BEE094	Annapoorani K	Electronics and Electrical	Coimbatore
16EC006	Anugolu Anil Kumar	Electronics & Communication	Coimbatore
1516102008	Anupreethika Mathivanan	Computer Science	Coimbatore
16TUEC017	Arun Vikash	Electronics & Communication	Coimbatore
161EC123	Arun Kumar D	Electronics & Communication	Coimbatore
16EC006	Arun Kumar G	Electronics & Communication	Coimbatore
710716106014	Arunthathi Chandrasekaran	Electronics & Communication	Coimbatore
16EUMC013	Ashik R	Mechanical Engineering	Coimbatore
16IT004	Ashviga Arumugam	Information Technology	Coimbatore
16EC011	Atthinti Sai Chandu	Electronics & Communication	Coimbatore
711516106016	Balaji D	Electronics & Communication	Coimbatore
731616106010	Balaji Ramanathan	Electronics & Communication	Coimbatore
16cs008	Banupriya	Computer Science	Coimbatore
16TUME027	Bharath Kumar V	Mechanical Engineering	Coimbatore
1516103010	Bhuvaneshwaran V	Electronics & Communication	Coimbatore
732516104013	Bibin Eldo	Computer Science	Coimbatore
16EC014	Bodeddula.Preethi	Electronics & Communication	Coimbatore
732116104006	Booma K	Computer Science	Coimbatore
16ee020	Cibi	Electronics and Electrical	Coimbatore
16euec026	Cyndy Maria Janat A	Electronics & Communication	Coimbatore
16CS016	Dandolu Lakshminarayana Reddy	Computer Science	Coimbatore
161EC132	Deepeka Gnanavel	Electronics & Communication	Coimbatore

16CSR015	Deepikaramalingam	Computer Science	Coimbatore
730316106012	Deva Raja S P	Electronics & Communication	Coimbatore
714516104011	Dhanush Ssiyaam P	Computer And Communication	Coimbatore
16MER016	Dharani S B	Mechanical Engineering	Coimbatore
1516104014	Dharshan T	Electronics and Electrical	Coimbatore
16eumc031	Dhayananthan	Mechanical Engineering	Coimbatore
16BEI027	Dhivya.S	Electronics & Instrumentation	Coimbatore
161CS138	Dhivyarani S	Computer Science	Coimbatore
16TUEC037	Dinesh Kumar R	Electronics & Communication	Coimbatore
711316114033	Dineshraju Et	Mechanical Engineering	Coimbatore
16EC011	Divahar P	Electronics & Communication	Coimbatore
16euec031	Diviyaprabha	Electronics & Communication	Coimbatore
16ECR034	Elango G	Electronics & Communication	Coimbatore
16BEE055	G Kaviya	Electronics and Electrical	Coimbatore
73216205012	Geethapriyas	Information Technology	Coimbatore
16BEI024	Ghautham A S	Electronics & Instrumentation	Coimbatore
16EER016	Giri Sankar G	Electronics and Electrical	Coimbatore
16eumc039	Girish Vishnu R G	Mechanical Engineering	Coimbatore
161EE128	Gokulakannan	Electronics and Electrical	Coimbatore
711216106017	Gowsalya M	Electronics & Communication	Coimbatore
16BEC088	Gowsalya P	Electronics & Communication	Coimbatore
16EE028	Gowtham	Electronics and Electrical	Coimbatore
621716114004	Gowtham R	Mechanical Engineering	Coimbatore
16ITR023	Gowtham Shanmugasundaram	Information Technology	Coimbatore
1516103027	Haarne V	Electronics & Communication	Coimbatore
711516106038	Hamsadvani S	Electronics & Communication	Coimbatore
16TUIT032	Hareesh Sekar	Information Technology	Coimbatore
16BEC089	Harini	Electronics & Communication	Coimbatore
1516105044	Harivignesh Pichamuthu	Mechanical Engineering	Coimbatore
731616104013	Ilakiya S	Computer Science	Coimbatore
16IT019	Ilavarasan B	Information Technology	Coimbatore
730416104019	Imayakanishka	Computer Science	Coimbatore
732716106008	Indira S	Electronics & Communication	Coimbatore
711316104039	Indu S	Computer Science	Coimbatore
16BEE062	J.Hariharan	Electronics and Electrical	Coimbatore

16eumc112	J.Praveen	Mechanical Engineering	Coimbatore
16CS040	Jaikrishnan	Computer Science	Coimbatore
16ECR051	Janaranjani Thangaraju	Electronics & Communication	Coimbatore
16TUEC101	Jayaprakash Srinivasan	Electronics & Communication	Coimbatore
16EC026	Jeba Androes R	Electronics & Communication	Coimbatore
16EC037	Jeevitha R	Electronics & Communication	Coimbatore
16ME038	Jones Antony J	Mechanical Engineering	Coimbatore
16ECR053	Jothi Murugan K	Electronics & Communication	Coimbatore
1516103042	Jothimeena Ellappan	Electronics & Communication	Coimbatore
731616106036	K Logeshkumar	Electronics & Communication	Coimbatore
732116104029	K.Madhumitha	Computer Science	Coimbatore
711516106048	Kalaivani S	Electronics & Communication	Coimbatore
16eumc060	Kamal Prasad S P	Mechanical Engineering	Coimbatore
16BIT061	Kamaleshwaran	Information Technology	Coimbatore
16EC038	Kandapu Reshi Kesh	Electronics & Communication	Coimbatore
1516106029	Kanimozhi	Information Technology	Coimbatore
16TUEE044	Kannappan V	Electronics and Electrical	Coimbatore
161CS183	Karthiba.J	Computer Science	Coimbatore
16CS047	Karthick S	Computer Science	Coimbatore
16BCS033	Karthik	Computer Science	Coimbatore
161me168	Karthik S	Mechanical Engineering	Coimbatore
1516105051	Karthik S	Mechanical Engineering	Coimbatore
611216105027	Karthik Raja S	Electrical Engineering	Coimbatore
732116106022	Karthikeyan S	Electronics & Communication	Coimbatore
16EC039	Katta Nagaraju Gari Vishnu	Electronics & Communication	Coimbatore
17EE508	Kausalya	Electronics and Electrical	Coimbatore
16EC029	Kavi Pranesh Subramani	Electronics & Communication	Coimbatore
16EC040	Kavitha	Electronics & Communication	Coimbatore
16ECR061	Kavitha V	Electronics & Communication	Coimbatore
732116205016	Keerthika V	Information Technology	Coimbatore
73031610021	Kingsly Samuvel P	Computer Science	Coimbatore
611216105029	Kiranraj K	Electrical Engineering	Coimbatore
721716104022	Kirubamanohari R	Computer Science	Coimbatore
16EC033	Kishore S	Electronics & Communication	Coimbatore
16IT025	Kowsalya P	Information Technology	Coimbatore

16BEE031	Kowsalyadevi G	Electronics and Electrical	Coimbatore
16eumc073	Kowsi Kumar G	Mechanical Engineering	Coimbatore
16CS045	Krishnaa S	Computer Science	Coimbatore
16EUEE063	Lavanya S	Electronics and Electrical	Coimbatore
16IT027	Lenin R	Information Technology	Coimbatore
710516104023	Lijo Tony A R	Computer Science	Coimbatore
16eumc077	Lokeshkumar K	Mechanical Engineering	Coimbatore
16ME053	M S Kavinkumar	Mechanical Engineering	Coimbatore
16EE006	M.Dinesh	Electronics and Electrical	Coimbatore
1516104043	M.Kaviswetha	Electronics and Electrical	Coimbatore
17eumc512	M.M.Kavin	Mechanical Engineering	Coimbatore
732116205018	M.Poojha	Information Technology	Coimbatore
732416104038	M.Priyadharshini	Computer Science	Coimbatore
16EC072	M.Subashini	Electronics & Communication	Coimbatore
16ME047	Madhan Kumar M	Mechanical Engineering	Coimbatore
16EUMC080	Madhankumar M S	Mechanical Engineering	Coimbatore
1516103061	Madhumitha Murugesan	Electronics & Communication	Coimbatore
16EC052	Mamatha	Electronics & Communication	Coimbatore
16EC055	Manikandan	Electronics & Communication	Coimbatore
16EUMC082	Manikandan S	Mechanical Engineering	Coimbatore
730316104025	Manjubashini K	Computer Science	Coimbatore
1516102068	Manoj S	Computer Science	Coimbatore
161ME187	Manoj V	Mechanical Engineering	Coimbatore
711516104026	Maria Antony A	Computer Science	Coimbatore
16tuee112	Mathesh Kumar S	Electronics and Electrical	Coimbatore
16EUEC079	Mathu Sankari Chitra M	Electronics & Communication	Coimbatore
16EE043	Meena	Electronics and Electrical	Coimbatore
1516103067	Meenakshi.P	Electronics & Communication	Coimbatore
162IT145	Meera Ravichandran	Information Technology	Coimbatore
1613151	Meganathan S M	Electronics & Communication	Coimbatore
721716106055	Mohamad Althaf	Electronics & Telecommunication	Coimbatore
16BCS096	Mohamedasik.N	Computer Science	Coimbatore
16TUME121	Mohammed Ashique S I	Mechanical Engineering	Coimbatore
1613159	Monisa V	Electronics & Communication	Coimbatore
16EC041	Monisha Viji M	Electronics & Communication	Coimbatore



16ME070	Mouli	Mechanical Engineering	Coimbatore
112416106018	Mourriya Harish	Electronics & Communication	Coimbatore
721916104035	Muhammed Faris Py	Computer Science	Coimbatore
16IT030	Muthumani R	Information Technology	Coimbatore
16BEC003	N Namitha	Electronics & Communication	Coimbatore
732116106054	N.Surya	Electronics & Communication	Coimbatore
16eumc090	Nachiappan S	Mechanical Engineering	Coimbatore
16EUMC091	Nagaraj B	Mechanical Engineering	Coimbatore
16EC063	Nagaswetha	Electronics & Communication	Coimbatore
161ME204	Nandha Kumar P	Mechanical Engineering	Coimbatore
16tuic033	Nanduja H	Instrumentation and Control	Coimbatore
16euit090	Naresh Kumar M	Information Technology	Coimbatore
16bei044	Naresh S K	Electronics & Instrumentation	Coimbatore
16EC066	Narmadha Balasubramaniam	Electronics & Communication	Coimbatore
16ECR088	Nathiya H	Electronics & Communication	Coimbatore
16euit091	Navaneethakrishnan	Information Technology	Coimbatore
162IT54	Naveed Ahmed	Information Technology	Coimbatore
730316105012	Naveen R	Electronics and Electrical	Coimbatore
16CSR062	Naveena P	Computer Science	Coimbatore
16tuee124	Naveena S	Electronics and Electrical	Coimbatore
732116104040	Naveena Sri	Computer Science	Coimbatore
16ME074	Naveenkumar S	Mechanical Engineering	Coimbatore
1516102075	Nazeema A	Computer Science	Coimbatore
16EC046	Niha Priya K.S	Electronics & Communication	Coimbatore
16ec069	Nimmakayala Praveen Kumar Reddy	Electronics & Communication	Coimbatore
1516103076	Niranjani M P	Electronics & Communication	Coimbatore
161ME217	Nischal	Mechanical Engineering	Coimbatore
711316106062	Nithiya Selvi Balasubramanian	Electronics & Communication	Coimbatore
7303016104031	Nithyanandhan S	Computer Science	Coimbatore
16EC073	Nithya	Electronics & Communication	Coimbatore
16BEE043	Nithya Devi D	Electronics and Electrical	Coimbatore
16BEC045	Nivethitha Chandrasekar	Electronics & Communication	Coimbatore
16101066	Nivi	Computer Science	Coimbatore
16MER105	O.M.Yuga Saisabari	Mechanical Engineering	Coimbatore
161EE168	P Preethi	Electronics and Electrical	Coimbatore

711216106052	P Sathya	Electronics & Communication	Coimbatore
1516106084	P Srinath	Information Technology	Coimbatore
732116106062	P Yamuna	Electronics & Communication	Coimbatore
16EER059	Parimala R	Electronics and Electrical	Coimbatore
16CS068	Pasupuleti Hema Phani Sri	Computer Science	Coimbatore
711516104033	Pavithra S	Computer Science	Coimbatore
16103067	Pooja.K	Electronics & Communication	Coimbatore
16ITR072	Poovizhi V.K	Information Technology	Coimbatore
732116104045	Pradhap. G	Computer Science	Coimbatore
16ME093	Pranesh Sakthivel	Mechanical Engineering	Coimbatore
16BIT029	Pranyga K	Information Technology	Coimbatore
16ME095	Prasanth K	Mechanical Engineering	Coimbatore
714016104060	Pratheeba M	Computer Science	Coimbatore
16euit106	Praveen P	Information Technology	Coimbatore
16ME098	Praveen R	Mechanical Engineering	Coimbatore
711516104035	Praveenraj	Computer Science	Coimbatore
16ME077	Praveenraj Senthilkumar	Mechanical Engineering	Coimbatore
714116106016	Pravinkumar S	Electronics & Communication	Coimbatore
1516102096	Priyadharshini M	Computer Science	Coimbatore
16BEE073	Priyadharshini Manimaran	Electronics and Electrical	Coimbatore
711716106040	Priyadharshini.V	Electronics & Communication	Coimbatore
16ME084	Priyadharsini.G	Mechanical Engineering	Coimbatore
16IT033	R .Soundarya	Information Technology	Coimbatore
732116104308	R Meenakshi	Computer Science	Coimbatore
16BEI036	R.Soundarrajan	Electronics & Instrumentation	Coimbatore
161me312	R.Velmurugan	Mechanical Engineering	Coimbatore
16EE059	Radhakrishnan Rajendran	Electronics and Electrical	Coimbatore
1516102098	Ragavan R	Computer Science	Coimbatore
16BCS075	Ragaventhirah R	Computer Science	Coimbatore
161ME247	Ragul M	Mechanical Engineering	Coimbatore
732116106701	Ragul Gandhi B	Electronics & Communication	Coimbatore
16euee121	Rahulprasath A G	Electronics and Electrical	Coimbatore
16BIT075	Raja Balu Mathi R	Information Technology	Coimbatore
1651064	Rajesh Kumar J	Mechanical Engineering	Coimbatore
1614175	Rajik Ahamed M	Computer Science	Coimbatore

711516104037	Ramchentheer.R.S	Computer Science	Coimbatore
161ME254	Ramesh D	Mechanical Engineering	Coimbatore
16EE065	Ramiya Devi R	Electronics and Electrical	Coimbatore
16euec117	Ramyra	Electronics & Communication	Coimbatore
732116104051	Ramyra S	Computer Science	Coimbatore
16EC059	Ramyra V	Electronics & Communication	Coimbatore
16BIT057	Rasika K	Information Technology	Coimbatore
732116104053	Reshma Sekaran	Computer Science	Coimbatore
1516102102	Revathi N	Computer Science	Coimbatore
161CS308	S Subashri	Computer Science	Coimbatore
16ITR010	S.Deepika	Information Technology	Coimbatore
1516106049	S.Menaka	Information Technology	Coimbatore
16ECR137	S.Sneha	Electronics & Communication	Coimbatore
1516103111	Sabari Kannadasan	Electronics & Communication	Coimbatore
1516102107	Sabarishakthi	Computer Science	Coimbatore
16ITR081	Sakunthala	Information Technology	Coimbatore
16CS067	Sampath.M	Computer Science	Coimbatore
732116106041	Sangeetha M	Electronics & Communication	Coimbatore
711716104075	Sanjay R B	Computer Science	Coimbatore
732116205028	Santhiyannatarajan	Information Technology	Coimbatore
732116106044	Santhosh Kumar G	Electronics & Communication	Coimbatore
16ECR129	Saran Subramaniam	Electronics & Communication	Coimbatore
721716104051	Saranya	Computer Science	Coimbatore
171ME532	Saranyan D	Mechanical Engineering	Coimbatore
1516102113	Saren Vel V	Computer Science	Coimbatore
16ECR132	Savitha Prakash	Electronics & Communication	Coimbatore
732116205029	Savithasri S	Information Technology	Coimbatore
16BCS006	Selvakumar M.	Computer Science	Coimbatore
711516104045	Selvakumar N	Computer Science	Coimbatore
16CS073	Senthilkumaran S	Computer Science	Coimbatore
1516106075	Shagul Hameed Soukath	Information Technology	Coimbatore
161CS293	Shalini Priya R	Computer Science	Coimbatore
16EC107	Shanmugapriya .D	Electronics & Communication	Coimbatore
1516104725	Sharmila R	Electronics and Electrical	Coimbatore
730916106073	Shyam Jayaprakash	Electronics & Communication	Coimbatore

16eumc150	Shyamsundar Kumaravelu	Mechanical Engineering	Coimbatore
714516106067	Sinduja.J	Electronics & Communication	Coimbatore
1516105130	Siva Ganesh Ravi	Mechanical Engineering	Coimbatore
16EI016	Sivapathi S	Electronics & Instrumentation	Coimbatore
16TUEC232	Sivaranjani R	Electronics & Communication	Coimbatore
16EC112	Sowmiya M	Electronics & Communication	Coimbatore
161EC275	Sowmiya P	Electronics & Communication	Coimbatore
16CS098	Sravani	Computer Science	Coimbatore
16TUME229	Sri Ram S V	Mechanical Engineering	Coimbatore
16EC116	Srimathi.G	Electronics & Communication	Coimbatore
16104099	Srinivas G	Computer Science	Coimbatore
611216105072	Sripavatharani S	Electronics and Electrical	Coimbatore
16IT047	Sripavithra S	Information Technology	Coimbatore
16EC117	Srivenkatesan.S	Electronics & Communication	Coimbatore
611216106091	Suba Ss	Electronics & Communication	Coimbatore
16IT035	Subash G	Information Technology	Coimbatore
711516106106	Subashini R	Electronics & Communication	Coimbatore
16EUEE147	Subasree G	Electronics and Electrical	Coimbatore
16BCS018	Sudhakar	Computer Science	Coimbatore
1516102136	Suhail Hafiz Khan Juniadulla	Computer Science	Coimbatore
732116104066	Suma K	Computer Science	Coimbatore
16EC074	Suman	Electronics & Communication	Coimbatore
16EC120	Swathipriyam	Electronics & Communication	Coimbatore
16TUIC050	Sweetha .S	Instrumentation and Control	Coimbatore
1516106090	Swetha	Information Technology	Coimbatore
1516104095	Swetha Ravi	Electronics and Electrical	Coimbatore
613016205055	Thithicksha Suresh	Information Technology	Coimbatore
16MER090	Thuvarakesh V	Mechanical Engineering	Coimbatore
16EC127	Tirunagaru Venkat Pavan Sai	Electronics & Communication	Coimbatore
711516104055	Uma	Computer Science	Coimbatore
721716104070	Uma Mahesvari	Computer Science	Coimbatore
16eumc052	V S Hari Krishna	Mechanical Engineering	Coimbatore
161EC281	V.Srivishak	Electronics & Communication	Coimbatore
730416104063	Vaishnavi M	Computer Science	Coimbatore
16TUME242	Vamshidhar N	Mechanical Engineering	Coimbatore

16EC131	Varsha	Electronics & Communication	Coimbatore
16tuee243	Varsha S	Electronics and Electrical	Coimbatore
161ME310	Vasanth Ram V S	Mechanical Engineering	Coimbatore
161ME311	Velmurugan K	Mechanical Engineering	Coimbatore
16IT040	Venkatesh K	Information Technology	Coimbatore
1516103147	Vidhya Lakshmi.V	Electronics & Communication	Coimbatore
16EUIT170	Vigneshwaran	Information Technology	Coimbatore
16EC135	Vijai S	Electronics & Communication	Coimbatore
16EC082	Vijay G	Electronics & Communication	Coimbatore
721716104072	Vijay Aadhithan T	Computer Science	Coimbatore
16IT041	Vijayabharathi J	Information Technology	Coimbatore
16EC083	Vijayalakshmi	Electronics & Communication	Coimbatore
161EI193	Vikashini P	Electronics & Instrumentation	Coimbatore
16ME147	Viknesvarar S	Mechanical Engineering	Coimbatore
16TUEE253	Vikram Sudhan V M	Electronics and Electrical	Coimbatore
16EUEE163	Vimal U S	Electronics and Electrical	Coimbatore
16EC139	Vishnupriya	Electronics & Communication	Coimbatore
16EC140	Vishnupriya V	Electronics & Communication	Coimbatore
16TUCS255	Vishwa Dhakshana N J	Computer Science	Coimbatore
732116106061	Visnu D	Electronics & Communication	Coimbatore
161ME326	Yazhprakash D	Mechanical Engineering	Coimbatore

**DIRECTOR, CUIC  
ANNA UNIVERSITY, CHENNAI**



**Offer: Computer Consultancy**

**Ref: TCSL/DT20195568282/Chennai**

**Date: 18/09/2019**

Mr. Srinath Govindarajan  
47/24Chinna Sourastra Street,  
Gandhi Market,  
Trichy-620008,  
Tamilnadu.  
Tel# 91-9865382086

Dear Srinath Govindarajan,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TATA CONSULTANCY SERVICES**

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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 ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB



amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).





HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.



## **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms





**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Srinath Govindarajan</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

<p><b>Ahmedabad</b> Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> Lead – ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahar, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,</p>
<p><b>INDORE</b> Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p>
<p><b>NAGPUR</b> Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441106,</p>	<p><b>PUNE</b> Lead - ILP Tata Consultancy Services Limited, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/DT20195198270/Chennai**

**Date: 18/09/2019**

Ms. Suruthi S  
16/42 Ramakrishna Street 1,  
Mathulempettai,  
Kumbakonam-612001,  
Tamil Nadu.  
Tel# 91-7548894594

Dear Suruthi 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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/DT20195198270**

**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 ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB



amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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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



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**5**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.



## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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TCSL/DT20195198270

**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



said terms and conditions in case of deputation on international assignments.

### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below





documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Suruthi S</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

<b>Ahmedabad</b> <b>Lead – ILP</b> Tata Consultancy Services Limited, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> <b>Lead – ILP</b> Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
<b>BUBANESHWAR</b> <b>Lead – ILP</b> Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> <b>Lead – ILP</b> Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahar, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
<b>Guwahati</b> <b>Lead – ILP</b> Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam	<b>Hyderabad</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,
<b>INDORE</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
<b>KOCHI</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606
<b>NAGPUR</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441106,	<b>PUNE</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
<b>Trivandrum</b> <b>Lead – ILP</b> Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



# **SARANATHAN COLLEGE OF ENGINEERING**

**NH 45 B, Venkateswara Nagar, Panjappur,**

**Tiruchirappalli, Tamil Nadu 620012**

**DEPARTMENT OF ELECTRICAL AND ELECTRONICS  
ENGINEERING**

**PLACEMENTS  
(2015-19 BATCH)**

**SARANATHAN COLLEGE OF ENGINEERING  
PLACEMENT DETAILS - 2015-19 BATCH**

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	AATHREYA. S aathreya.97@gmail.com	EEE	VEMBU TECHNOLOGIES www.vembu.com	300000
2	ABINAYA. K abisundaram0097@gmail.com	EEE	CTS www.cognizant.com	338005
3	AJITH ARUMUGAM.A ajitharumugam97@gmail.com	EEE	EMRILL www.emrill.com	AED 14400
4	ARAVINDAN. U uaravind12@gmail.com	EEE	MRF www.mrftyres.com	447996
5	ASWANTH. B aswanthb.003eee@gmail.com	EEE	INFOSYS www.infosys.com	300000
6	BARATH. R barathrajrs@gmail.com	EEE	CMS IT SERVICES www.cmsitservices.com	144000
7	BARJANA BEGAM.S barjasailabudeen@gmail.com	EEE	PROPELLER TECHNOLOGIES www.propellertechnologies.in	120000
8	BHARANIDHARAN. M.S bharani22021998@gmail.com	EEE	TCS www.tcs.com	336875
9	BHAVADHARINI.P bhavasp7@gmail.com	EEE	INFOSYS www.infosys.com	300000
10	BOOPATHINAVANEETHAN. S boopathinavaneethan@gmail.com	EEE	CMS IT SERVICES www.cmsitservices.com	144000
11	CHIVUKULA SRILAXMIE KRISHNA. C srisara97@gmail.com	EEE	PROPELLER TECHNOLOGIES www.propellertechnologies.in	120000
12	CYRIL ROZARIO.B cyrilrozario33@gmail.com	EEE	MRF www.mrftyres.com	447996
13	DINESHKUMAR. V dineshkumarv198@gmail.com	EEE	BLUEZ Infomatic Solutions www.bluezinfo.com	180000
14	GAYATHRI. N gaythrinat18@gmail.com	EEE	INFOSYS www.infosys.com	300000

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
15	HARIPRAKASH. R mymailhari16@gmail.com	EEE	PROPELLER TECHNOLOGIES www.propellertechnologies.in	120000
16	HARITHA.R harithablue@gmail.com	EEE	CTS www.cognizant.com	338005
17	HEMADEVI. T hemadevidiana@gmail.com	EEE	CMS IT SERVICES www.cmsitservices.com	144000
18	JANE MIRIAM.J janemiriam98@gmail.com	EEE	CMS IT SERVICES www.cmsitservices.com	144000
19	KALAISELVI. K kalaiselvi.kamaraj97@gmail.com	EEE	HIBIZ Solutions www.hibizsolutions.com	228000
20	KARTHIKHAINI. K karunyaeee1997@gmail.com	EEE	HCL TECHNOLOGIES www.hcltech.com	285000
21	KEERTHANA. V keerthiveerabadran@gmail.com	EEE	PRANA CONSULTING SERVICES www.kinaxis.com	300000
22	KIRUTHIKA .G. kiruthikagreets@gmail.com	EEE	Savvy Soft hrm@savvy-it.com	301608
23	KRISHNA PRIYA. V pvkrishnapriya98@gmail.com	EEE	INFOSYS www.infosys.com	300000
24	LEO ALDRINRAJ.A.S leoaldrinraj@gmail.com	EEE	INFOSYS www.infosys.com	300000
25	MADHANRAJ. S madhanraj9883@gmail.com	EEE	MRF www.mrftyres.com	467695
26	MAHALAKSHMI. C mahalakshmi11chandran@gmail.com	EEE	BLUEZ Infomatic Solutions www.bluezinfo.com	180000
27	MAHENDARAN.P massivemahendran@gmail.com	EEE	ZOMATO www.zomato.com	580000
28	MANORANJAN.G manoranjjan1698@gmail.com	EEE	EMRILL www.emrill.com	AED 25200
29	MERLIN ANTONITA. X merlinantonita4598@gmail.com	EEE	Vagus Technologies www.vagustech.com	126000
30	MOHAMED ASIF .K kmdbatcha@gmail.com	EEE	CMS IT SERVICES www.cmsitservices.com	144000

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
31	MOHAMMED FAISAL .Z. faisalz8499@gmail.com	EEE	INFOSYS www.infosys.com	300000
32	MUTHU KARUPPAN .N. muthukaruppannachiappan@gmail.com	EEE	MRF www.mrftyres.com	467695
33	NANDA .S. shivananda733@gmail.com	EEE	MAHINDRA & MAHINDRA www.mahindra.com	650000
34	NAVEENKUMAR. M naveenman13598@gmail.com	EEE	CMS IT SERVICES www.cmsitservices.com	144000
35	NIVETHA.R nivesaai@gmail.com	EEE	INFOSYS www.infosys.com	300000
36	PARVATHI.K kparvathi121@gmail.com	EEE	ETHNUS www.ethnus.com	226000
37	POOJA SRI.B pooja97eng@gmail.com	EEE	INFOSYS www.infosys.com	300000
38	PRADEEP KUMAR M pradee765@gmail.com	EEE	ZOMATO www.zomato.com	580000
39	PRADEEP RAAJ. K pradeepraja041297@gmail.com	EEE	INFOSYS www.infosys.com	300000
40	PRASANTH. P prasanthkumar2.pk@gmail.com	EEE	ETHNUS www.ethnus.com	226000
41	PRASANTHINI.S sprasanthini23@gmail.com	EEE	ECON www.econsystems.com	360000
42	PRINCE THOMSON.J princethomson32@gmail.com	EEE	CTS www.cognizant.com	338005
43	PRINCY SMITHA. G princysmitha810@gmail.com	EEE	VEE TECHNOLOGIES www.veetechnologies.com	120000
44	PRIYADHARSHINI. K priyakumaresan701@gmail.com	EEE	TCS www.tcs.com	336875
45	RAGHAVAN. S.S raghavan.kishore@gmail.com	EEE	MAHINDRA & MAHINDRA www.mahindra.com	650000
46	RAHUL MALLYA rahulmallya4@yahoo.com	EEE	BLUEZ Infomatic Solutions www.bluezinfo.com	180000

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
47	RAMYAPRABHA. R ramyarathinam1998@gmail.com	EEE	VEE TECHNOLOGIES www.veetechnologies.com	120000
48	SAJITHA NILOFER.S sajifamidha97@gmail.com	EEE	INFOSYS www.infosys.com	300000
49	SARAVANAN. R saravananvinayak58@gmail.com	EEE	PROPELLER TECHNOLOGIES www.propellertechnologies.in	120000
50	SHANTHI .L shanthilaxman98@gmail.com	EEE	BLUEZ Infomatic Solutions www.bluezinfo.com	180000
51	SINDHU ROSHNI .R sindhu.roshni1@gmail.com	EEE	TCS www.tcs.com	336875
52	SIVASUBRAMANIAN.S sssmanian97@gmail.com	EEE	TCS www.tcs.com	336875
53	SOORYA.B bsoorya1997@gmail.com	EEE	INFOSYS www.infosys.com	300000
54	SRIMATHI. S srimathiraj98@gmail.com	EEE	WIPRO www.wipro.com	350004
55	SRIMATI .G srimatikutty@gmail.com	EEE	INFOSYS www.infosys.com	300000
56	SRINIVASAN .SB. sbs.venkat@gamil.com	EEE	WIPRO www.wipro.com	350004
57	SURENDRAN. K.R surendranram98@gmail.com	EEE	TCS www.tcs.com	336875
58	SURESH KUMAR. M mvs10000sureshkumar@gmail.com	EEE	ECON www.econsystems.com	360000
59	SWETHA. S swethassivamani@gmail.com	EEE	CMS IT SERVICES www.cmsitservices.com	144000
60	THARANYA S bharanshanmugamso@gmial.com	EEE	CMS IT SERVICES www.cmsitservices.com	144000
61	UDHAYANIRANJANA .V vun0012@gmail.com	EEE	CTS www.cognizant.com	338005
62	VIJAYA LAKSHMI .K ajunidh26@gmail.com	EEE	Savvy Soft hrm@savvy-it.com	301608

S.No.	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
63	VIJITHRA .N vijithra.ncn.15@gmail.com	EEE	MYSLATE-HIRE www.myslate.in	120000
64	VISHAL .N vishalnarayanan10@gmail.com	EEE	Savvy Soft hrm@savvy-it.com	301608



Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

**Fwd: Offer**

1 message

**Abi sundaram** <abisundaram0097@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Wed, Feb 20, 2019 at 11:57 AM

----- Forwarded message -----

From: **Sankarakrishnan P** <sankarakrishnan@vembu.com>  
Date: Mon, Feb 18, 2019 at 9:56 AM  
Subject: Offer  
To: <pragathiselva@gmail.com>, <abisundaram0097@gmail.com>  
Cc: <aathreya.97@gmail.com>

Congratulations!!!

It gives us immense pleasure in welcoming you to Vembu family.

We are pleased to offer you the position of **Software Engineer - Trainee** . A detailed appointment letter will be given upon joining the organisation.

Your salary package will be Rs.25,000/- per month (CTC 3.00 lacs per annum)

You can meet me at the office for your joining formalities. You can bring photocopies of all the credentials.

PFB the Office Address for your perusal.

**Vembu Technologies Pvt Ltd.,**8<sup>th</sup> Floor, Chennai One IT Special Economic Zone,

Pallavaram-Thoraipakkam 200 Feet Road,

Thoraipakkam, Chennai 600 097.

Phone: 044-66490200

Please feel free to get in touch with me for any further information / clarifications that you may need.

We look forward to a mutually rewarding and a long term career association with you. Looking forward to have you on board.

Regards

P.Sankarakrishnan  
Associate Director - Operations  
Vembu Technologies Pvt Ltd



26-Feb-2019

Dear Abinaya Kalyanasundaram,  
B.Tech/B.E., Electrical and Electronics Engineering  
Saranathan College of Engineering

Candidate ID – 12996960

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu

**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

### Annexure A

**Name:** Abinaya Kalyanasundaram **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*



Date: 11 March 2019

## CONTRACT OF EMPLOYMENT

*Between*

**EMRILL Services LLC. (“Emrill” or “we”)**

*And*

**Name: Ajith Arumugam.A (the “Employee” or “you”)**

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



## SCHEDULE 1 EMPLOYMENT DETAILS

Document Reference No:	HR/EC/TECH/03/2019
Name:	Ajith Arumugam.A
Nationality:	Indian
Job Title:	Trainee Technician
Job Level:	H
Reporting to:	Facilities Manager
Start Date:	TBC
Location:	UAE
Working Days	6 days per week
Total Gross Salary (Per Month):	AED 1200
<i>Breakdown:</i>	
<i>Basic Salary:</i>	AED 900
<i>Food Allowance:</i>	AED 300
<i>Other Allowance:</i>	N/A
<i>Fixed Overtime:</i>	N/A
<i>Accommodation:</i>	Company provided accommodation
<i>Transport:</i>	Company provided transport to and from your place of work
Leave Entitlement:	30 calendar days per year of employment.
Flight Entitlement:	One economy class flight every two years
Medical Insurance:	Provided as per Emrill company policy
Probationary Period:	6 months
Period of Notice of Termination:	1 month
Contract Period:	Unlimited

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



**SCHEDULE 2  
TERMS & CONDITIONS OF APPOINTMENT**

**1. PRE EMPLOYMENT REQUIREMENTS**

You will be required to provide Emrill with the following documentation:

- a. 10 colour photographs (with white background).
- b. A colour copy of passport (minimum 8 months validity)
- c. Copy of your work experience certificates
- d. Qualification / education certificate(s) attested by the UAE embassy in compliance with the UAE Labour Law.
- e. Release or End of Service Certificate from your previous employer (if applicable).
- f. Satisfactory references upon request prior to your employment start date.

**2. CONTRACT PERIOD**

You will be employed on an unlimited term contract subject to the following:

- a. The provisions of Part 1 above.
- b. You pass the legally required medical examination.
- c. The approval of your residency application by the UAE authorities. For the avoidance of doubt, Emrill shall act as your sponsor and make these applications on your behalf.

**3. HOURS OF WORK**

The current working hours are 9.00 hrs per day from Saturday through Thursday or as amended by the Company. It is anticipated that your responsibilities may necessitate a flexible approach to working beyond these hours as necessary including night shifts. For the extra hours worked you will be paid overtime as per the U.A.E. Labour Law and company policy.

**4. SALARY COMPONENTS**

- a. Your monthly remuneration will be the Total Gross Salary (as set out in *SCHEDULE 1*) and is comprised of a basic salary plus any applicable allowances (as described in part 3 below). The specified remuneration will be paid monthly in arrears into a bank nominated by Emrill accessible by bank card or a local bank account of your choice.
- b. Your salary may be subject to deductions as required by law and/or agreed between the parties. Emrill shall have the right to deduct any sums owed by the Employee to Emrill including without limitation any overpayments, advances or loans made to you by Emrill or any damage or loss caused by you.

**5. APPLICABLE ALLOWANCES**

- a. **Food Allowance:** As part of your Total Gross Salary you will receive a food allowance as set out in *SCHEDULE 1*.
- b. **Other allowance:** As part of your Total Gross Salary you will receive an 'Other' allowance as set out in *SCHEDULE 1*.
- c. **Fixed Overtime:** As part of your Total Gross Salary you will receive Fixed Overtime as set out in *SCHEDULE 1*. This is a fixed monthly overtime payment to cover the difference between standard working hours and your total 12 hour shift length. Fixed overtime amount shall be deducted for hours not worked.
- d. **Accommodation:** Emrill will provide you with and the Employee shall reside in, company accommodation for the duration of the Contract of Employment.
- e. **Transport:** Emrill will provide you with company transport to and from your place of work.

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



**6. FLIGHT ENTITLEMENT**

After completion of two years continuous service, you will be entitled to an economy class return air ticket between UAE and the nearest International Airport to your hometown. For the remainder of your employment, you will be entitled to a flight as set out in *SCHEDULE 1*.

**7. INSURANCE**

- a. You and any eligible dependent family members (as defined within Emrill company policy) normally resident with you in UAE will be covered by Emrill's healthcare scheme (subject to any exclusions or excess / deductible which will be payable by the Employee directly as determined by the applicable insurance policy). If the insurance provider(s) refuses for any reason to provide private medical insurance benefits to the Employee (or to the Employee's dependants), Emrill shall be under no obligation to provide any replacement benefits or to pay any compensation in lieu of such benefit.
- b. Throughout your employment with Emrill, you will be insured against the risk of accidental death and total permanent disability in accordance with Emrill's company policy.
- c. You will be insured in accordance with the UAE Labour Laws.
- d. If you are involved in an accident whilst driving a vehicle / equipment belonging to Emrill, any excess due on the applicable insurance policy will be payable by you and deducted from your next salary payment.
- e. If you incur any parking fines or commit a driving offence whilst driving a vehicle / equipment belonging to Emrill, any charges incurred will be payable by you and deducted from your next salary payment.

**8. LEAVE**

- a. You will be eligible to annual leave accrued for each completed year of employment as set out in *SCHEDULE 1* and in accordance with the leave policy.
- b. You will be entitled to sick leave as per UAE Labour Law and as specified in the Emrill's company policies. You will be required, upon request, to produce appropriate certification by a competent medical authority.

**9. PROBATIONARY PERIOD**

- a. All employees are subject to a probationary period following commencement of employment. Your probation period is as set out in *SCHEDULE 1*. Emrill will provide written notification to you following completion of your probationary period.
- b. During your probation period you will accrue leave based on your annual entitlement. All applications to avail your annual leave entitlement are subject to operational requirements and line management approval.
- c. Employees are not entitled to any paid leave of any nature during the probationary period.
- d. During the probationary period, the Contract of Employment can be terminated by the either party for any reason by giving the other party written confirmation of such termination. The minimum notice period applicable for termination in these circumstances is as follows:
  - i. Termination by the Employee – 1 week notice
  - ii. Termination by Emrill – 1 day notice.

**10. TERMINATION**

- a. Following successful completion of the probation period, the Contract of Employment can be terminated by the Employee for any reason by giving the other party written confirmation of such termination. The minimum notice period applicable for termination in these circumstances is set out in *SCHEDULE 1*.

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



- b. The Contract of Employment can be terminated by Emrill for cause or in the event of business restructure by giving the other party written confirmation of such termination. The minimum notice period applicable for termination in these circumstances shall be as per the UAE labour law or as otherwise lawfully agreed between the parties.
- c. Emrill may, at its discretion, elect to pay the Employee cash in lieu of notice in order to effect termination.
- d. In the event that either party terminates the Contract of Employment following the conclusion of the probationary period and within the **first 12 months** following the employment start date, the following will be deducted from your final settlement:
  - i. Any annual leave taken exceeding the actual accrued amount as of the date of termination.
  - ii. A pro rata sum for any actual training costs.
- e. Upon expiry or other termination of this Contract of Employment, you shall hand over to those persons nominated by Emrill, all effects, property or documents (including any copies of such) belonging to Emrill including but not limited to any diaries, notes, records, accounts, notebooks, manuals, correspondence, and any other materials (including computer software and records) whatsoever.

**11. END OF SERVICE BENEFITS**

At the end of your service with the company you will be entitled to end of service benefits calculated and payable in accordance with the UAE Labour Law.

**12. AIR PASSAGE ON TERMINATION**

If you were recruited from outside of the UAE you will, subject to the conditions contained within the UAE Labour Law, be eligible to a single one way economy air ticket from Dubai to the International Airport nearest to your hometown upon termination. Note: In the event of termination under section 120 of the UAE Labour Law or of termination by the Employee, eligibility for this entitlement will be removed.

**13. CONFIDENTIALITY**

Emrill possesses a wide variety of information that is confidential in nature (e.g. concepts, know how, paperwork, computer records, etc.). The information is important to its position in the local and worldwide market place and is a valuable business asset. You shall not at any time, whether during or after your employment with Emrill, disclose, divulge, make public, impart or make use of any information for your own use or for any other purpose other than as directed by or with the consent of Emrill.

**14. NON COMPETE**

- a. For a minimum period of 6 months following termination / expiry of this Contract of Employment, you agree that you shall not directly employ, entice, solicit or invite employment of any Emrill employee.
- b. Unless consent is provided in writing from Emrill, you agree that you shall not accept employment with any Emrill competitor or Emrill client for a period of 6 months following termination / expiry of this Contract of Employment.

**15. CONFLICT OF INTEREST**

- a. You shall declare any perceived, potential or actual conflict of interest to Emrill.

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_





- b. Emrill shall be your sole employment and you shall not carry out any personal business for your own financial benefit or for that of other employers either directly or indirectly, in any manner whatsoever.
- c. You shall at all times act in the best interests of Emrill to the best of your ability and shall do nothing to prejudice Emrill or its reputation at any time whether during or after your period of employment.

**16. COMPANY POLICIES**

You will be required at all times to comply with the Emrill's rules, regulations, policies and procedures, including but not limited to all Quality Assurance, Environment, Health and Safety standards for the duration of your employment.

**17. GENERAL**

- a. All employment terms are in accordance with and enforced under the UAE Labour Law. In the event of any conflict between this Contract of Employment and UAE Labour Law, the UAE Labour Law shall take precedence.
- b. In the event that an Employee breaches any term of this Contract of Employment, Emrill reserves it right to consider legal action without further notice to said Employee.

---

**For and on behalf of the Employee:** By signing below, I confirm that I have read, understood and accept the terms and conditions set out within this Contract of Employment:

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Please return two original signed copies of this Contract of Employment along with the pre-employment requirements stated in clause number one (1).

---

**For and on behalf of Emrill Services LLC:**

Signature: \_\_\_\_\_  
Name: **Renji Mathew, Head of HR**  
Date: \_\_\_\_\_

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



Date: 11 March 2019

Ref No. HR/EC/TECH/03/2019

**Name: Ajith Arumugam.A**  
Designation: Trainee Technician

CC: Payroll  
P/File

Dear Ajith Arumugam.A,

The **Emirates ID card** (also called the National Identity Card) is an identification card issued by the Emirates Identity Authority (EIA) for UAE residents. It is now a legal requirement to acquire an Emirates ID card to process your residence visa and for use in other UAE government services.

Emrill will pay for the cost of processing your visa; however the cost of the Emirates ID card is borne by the employee. Upon joining Emrill, the company will initially pay the charges of **AED 370** for obtaining your Emirates ID which will then be deducted from your salary in monthly instalments until the cost is recovered in full. As per company policy, no individual monthly deduction will exceed 5 days total gross salary per month.

The above process will be repeated for any subsequent renewal(s) of your Emirates ID as necessary.

Kind regards,  
Emrill Services LLC

---

**For and on behalf of the Employee:**

By signing below, I confirm that I agree to the above process and confirm my acceptance for the deduction of AED 370 from my monthly salary in instalments for the processing of my Emirates

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return an original signed copy of this letter.

---

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



# MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.  
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306  
Website: www.mrftyres.com

13.05.2019

Mr. Aravindan Udayakumar  
12A, Jothi Nagar  
Kodappu U K T Malai  
Trichy - 620102.

Dear Aravindan Udayakumar,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as Engineer - Electrical in our Company, in the MB1 grade with effect from 13.05.2019, on the following terms and conditions:

### **SALARY & PERKS**

1. Basic Salary - Rs.6100/- per month.
2. House Rent Allowance - Rs.3050/- per month.
3. Conveyance Allowance - Rs.1600/- per month.
4. Educational Allowance - Rs.200/- per month.
5. MRF Allowance - Rs.24000/- per month.
6. Medical Allowance - Rs.508/- per month.

### **Annual Payments:**

- a) LTA Rs.14500/- once in a block of two calendar years.
- b) Bonus as applicable
- c) Self Development Subsidy - Rs.8000/- per annum.

### **Other Perks:**

- a) Group Medical Insurance Coverage for self, spouse and dependent children.
- b) Group Personal Accident Insurance coverage for self.
- c) Employee's Compensation as applicable.

### **Retiral Benefits:**

- a) Contributory Provident Fund @ 12% of the Basic Salary.
- b) Gratuity as per Company's scheme.

Continued page 2..



# MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.  
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306  
Website: [www.mrftyres.com](http://www.mrftyres.com)

:2:

## TERMS & CONDITIONS OF THE APPOINTMENT

1. You will be on probation for a period of twelve months, which may be extended at the Company's sole discretion.
2. You will be presently attached to our Engineering Department at Trichy Bias Plant. However, the Company reserves the right to transfer you, at any time, to such places and such positions as it may deem necessary without assigning any reason/ without any increase in the salary. You will be governed by the rules, regulations and office orders as applicable to the unit in which you will be working.
3. Your appointment is based on the information provided by you regarding your personal data, experience, qualification, remuneration etc. and shall be considered null and void, if the information provided by you is found to be incorrect.
4. While in service, you will devote your whole attention and time to the business and affairs of the Company. At no time will you evince interest in or be engaged in (directly or indirectly) in any other trade, business or serve any other person, firm or company during your employment with the Company.
5. Any lawful orders, directions and instructions as given to you from time to time by the Company or its authorized person or persons, will be promptly and efficiently obeyed by you.
6. Your job entails you being exposed to the trade/ business secrets and such other processes of the Company, you shall ensure that you will not disclose any information relating to the Company, its business and operations to any unauthorised person, firm or company and / or utilize such information, whatsoever either during the currency or after termination of employment. You shall safeguard the interest of the Company at all times in this regard.
7. You will be governed by the rules, regulations and office orders of the Company as are in force at present, or as may be introduced or amended or extended from time to time which shall be considered part and parcel of this appointment letter.
8. You will keep or cause to be kept all files, documents, records, goods received at your end (for your use, custody, care or charge) in your official capacity and shall always be held responsible for the safe keeping and return in good condition of all such property of the Company against receipt at the time of cessation of your employment or as and when demanded by the authorized representative of the Company.
9. You shall not accept any gifts, favours and/ or borrow money from any person, firm or Company connected or associated with the Company whether as an employee or business associate or dealer or customer, actual or potential.
10. When required by the Company, you will have to submit yourself at any time for medical examination by a Medical Officer authorized by the Company. If the Medical Officer certifies you as unfit for the job, the Company can terminate your services.

Continued Page 3..



# MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.  
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306  
Website: [www.mrftyres.com](http://www.mrftyres.com)

:3:

11. You shall at all times keep the Company informed in writing of your present or acquired relatives/ family members having a job directly or indirectly with any of our competitors or acquiring a dealership or any business or trade connected with the business of the Company or its subsidiaries during the tenure of your employment with us.
12. You are prohibited from carrying on same or similar business or associating yourself with any one directly or indirectly in competition with the Company during the tenure of employment with us and/ or till such time you are availing any pre/ post retirement benefits from the Company.
13. Should you be found guilty at any time of neglect of work, sexual harassment of women colleagues at work place, insubordination, indulgence or abetment of any misconduct involving moral turpitude, or breach of any of the terms and conditions of your appointment, or commit any act which in the sole opinion of the Company is or is likely to be detrimental to its image, interest or subversive of discipline, the company shall take disciplinary action including termination of your appointment without notice.
14. Your appointment will remain probationary until it is confirmed in writing as permanent, but no undertaking is given that you will be appointed as permanent member of our staff. During the period of probation, your services can be terminated without notice and assigning any reason thereto.
15. In accordance with the practice of our Company, we request you to treat the terms of employment as strictly confidential.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours sincerely,  
for MRF Limited,

John Stephen  
Authorised Signatory



HRD/3T/19-20/12718090

Mr. Aswanth B  
Candidate ID: 12718090  
No.2, Ama Nagar, South Extension,  
Nizam Colony, Pudukkottai  
Pudukkottai - 622001  
Tamil Nadu  
India  
Ph: (91) 90953 91153

April 24, 2019

Dear Aswanth,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

HRD/3T/19-20/12718090

April 24, 2019

Mr. Aswanth B  
Candidate ID: 12718090  
No.2, Ama Nagar, South Extension,  
Nizam Colony, Pudukkottai  
Pudukkottai - 622001  
Tamil Nadu  
India  
Ph: (91) 90953 91153

Dear Aswanth,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 20, 2019**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans



## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Aswanth B
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/ loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/ loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Aswanth B
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





**Date: 25.03.2019**

Dear **Barath R,**

**Sub: Provisional Selection Letter**

Congratulations! We are pleased to inform you that you have successfully cleared the initial selection process.

The confirmation letter which will be provided to you at the time of joining will contain the complete terms of your employment and benefits of the position for which you have been provisionally selected.

Kindly note that your provisional selection for different IT based positions such as Associate Technical Engineer, IT Technical Coordinator, IT Helpdesk Engineer, Desktop Engineer etc. will require you to fulfill the academic qualification and the complete attendance of the self-paid training provided by the authorized CMS Talent Development Center. Upon the successful completion of the training, there will be the final round of the interviews with CMS Talent Development Center clients, where you will be mapped to an appropriate job role at the specific locations.

CMS Talent Development Center (TDC) is the Information Technology training division founded in 1993 and associated with Trinity Academy for Corporate Training Limited (TACT Ltd.). With 25 years of track record, we are ranked among the best hardware, networking, and software training institutes in the country.

We are the alliance partner of Microsoft, Red Hat, Quint, Oracle and we offer globally accepted certifications from these alliances.

With a strong nationwide network of over 40+ training Centers, well-equipped to train students and professionals. In the last one and a half decades, over three million students and working professionals have benefitted from our training network. More than 80% of our students are placed with top IT recruiters of the country.

Our proficiency lies in identifying your talent, understanding your aptitude, analysing your needs and nurturing you to reach the zenith of technical excellence. Our alumni have been promoted from junior executives to team leaders, project heads and management professionals over the years.

Yours sincerely,

CMS Talent Development Center

**Terms & Conditions: -**

1. The provisional letter of selection is subject to your successful completion of all curricular requirements as laid down by the University / Institution for award of the degree /diploma and the requirements, including aggregate marks etc., & a successful completion of the training from the authorized CMS Talent Development Center.
2. Date of Reporting & Location will be conveyed after attending the final rounds of the interview post successful completion of the training and will be intimated through email to you & your TPO.
3. You should be willing to relocate in Mumbai or Project location across India.
4. You will be charged a Non-Refundable Deposit of Rs.20,000/- + Taxes for training. The payment has to be done by Demand Draft favoring “Trinity Academy for Corporate Training Limited”
5. Company will not be responsible for Travel, Food & Accommodation.
6. Based on Training performance & Final Interview , Offer Letter & Salary will be finalized
7. Salary Range (CTC) will be between Rs. 1,08,000/- p.a. to Rs. 1,44,000/- p.a.
8. Project Name, location & remuneration will be decided on Project deployment
9. This is merely a provisional selection letter based on campus interview.

**Acceptance of Selection Letter**

**Read & Accept all the above Terms & Conditions**

**Name :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_



## PROPELLER TECHNOLOGIES Pvt.Ltd

Formulation of Kid Technopreneurs

Date: 18/03/2019

Dear BARJANA BEGAM . S,

Propeller Technologies is pleased to extend an offer to you for the position of Developer. We believe you will be an excellent addition to our team and are very much looking forward to having you on board.

As we discussed, you will be eligible to all the company benefits upon conformation.

Your employment with Propeller Technologies is at-will and either party can terminate the employment relationship at any time.

If you choose to accept this job offer, please sign this letter and return it to us at your earliest convenience. Please note that this offer will expire on March 31<sup>st</sup>.

Please feel free to give me a call if you have any questions.

We look forward to welcoming you to our team!

Sincerely,

N.Salman

Human Resources

I hereby accept this DEVELOPER position.

Signature: [Handwritten Signature]

Date: 19.03.19

Tamil Nadu, Kerala, Andhra Pradesh

www.propellertechnologies.in | propellertechno@gmail.com | +91-7338719991, +91-7502006136





**Offer: Computer Consultancy**

**Ref: TCSL/DT20163398426/Chennai**

**Date: 16/06/2019**

Mr. Bharanidharan Ms  
12/20North Rani Street,  
Gandhi Market,  
Trichy-620008,  
Tamilnadu.  
Tel# 91-8667021815

Dear Bharanidharan Ms,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20163398426**

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

TCS Confidential

TCSL/DT20163398426

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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



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a





- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking stating:
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
    - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## **20. Initial Learning Programme (ILP)**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**TCS Confidential**

**TCSL/DT20163398426**

**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



### **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Bharanidharan Ms</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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 Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 – 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.





## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



HRD/3T/19-20/12718091

Ms. Bhavadharini P  
Candidate ID: 12718091  
New No.15/8A, Pandhadimal Lane,  
North Andar Street,Trichy  
Tiruchirapalli - 620002  
Tamil Nadu  
India  
Ph: (91) 90432 66646

April 17, 2019

Dear Bhavadharini,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

HRD/3T/19-20/12718091

April 17, 2019

Ms. Bhavadharini P  
Candidate ID: 12718091  
New No.15/8A, Pandhadimal Lane,  
North Andar Street,Trichy  
Tiruchirapalli - 620002  
Tamil Nadu  
India  
Ph: (91) 90432 66646

Dear Bhavadharini,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 13, 2019**.

### **Location**

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)



**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Bhavadharini P
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/ loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/ loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Bhavadharini P
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





**Date: 25.03.2019**

Dear **Boopathinavaneethan S,**

**Sub: Provisional Selection Letter**

Congratulations! We are pleased to inform you that you have successfully cleared the initial selection process.

The confirmation letter which will be provided to you at the time of joining will contain the complete terms of your employment and benefits of the position for which you have been provisionally selected.

Kindly note that your provisional selection for different IT based positions such Associate Technical Engineer, IT Technical Coordinator, IT Helpdesk Engineer, Desktop Engineer etc. will require you to fulfill the academic qualification and the complete attendance of the self-paid training provided by the authorized CMS Talent Development Center. Upon the successful completion of the training, there will be the final round of the interviews with CMS Talent Development Center clients, where you will be mapped to an appropriate job roles at the specific locations.

CMS Talent Development Center (TDC) is the Information Technology training division founded in 1993 and associated with Trinity Academy for Corporate Training Limited (TACT Ltd.). With 25 years of track record, we are ranked among the best hardware, networking, and software training institute in the country.

We are the alliance partner of Microsoft, Red Hat, Quint, Oracle and we offer globally accepted certifications from these alliances.

With a strong nationwide network of over 40+ training Centers, well-equipped to train students and professionals. In the last one and a half decades, over three million students and working professionals have benefitted from our training network. More than 80% of our students are placed with top IT recruiters of the country.

Our proficiency lies in identifying your talent, understanding your aptitude, analysing your needs and nurturing you to reach the zenith of technical excellence. Our alumni have been promoted from junior executives to team leaders, project heads and management professionals over the years.

Yours sincerely,

CMS Talent Development Center

**Terms & Conditions: -**

1. The provisional letter of selection is subject to your successful completion of all curricular requirements as laid down by the University / Institution for award of the degree /diploma and the requirements, including aggregate marks etc., & a successful completion of the training from the authorized CMS Talent Development Center.
2. Date of Reporting & Location will be conveyed after attending the final rounds of the interview post successful completion of the training and will be intimated through email to you & your TPO.
3. You should be willing to relocate in Mumbai or Project location across India.
4. You will be charged a Non-Refundable Deposit of Rs.20,000/- + Taxes for training. The payment has to be done by Demand Draft favoring “Trinity Academy for Corporate Training Limited”
5. Company will not be responsible for Travel, Food & Accommodation.
6. Based on Training performance & Final Interview , Offer Letter & Salary will be finalized
7. Salary Range (CTC) will be between Rs. 1,08,000/- p.a. to Rs. 1,44,000/- p.a.
8. Project Name, location & remuneration will be decided on Project deployment
9. This is merely a provisional selection letter based on campus interview.

**Acceptance of Selection Letter**

**Read & Accept all the above Terms & Conditions**

**Name :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_



## PROPELLER TECHNOLOGIES Pvt.Ltd

Formulation of Kid Technopreneurs

Date: 18 / 03 / 2019

Dear CHANDRANASRILAKSHMI KRISHNAN,

Propeller Technologies is pleased to extend an offer to you for the position of Developer. We believe you will be an excellent addition to our team and are very much looking forward to having you on board.

As we discussed, you will be eligible to all the company benefits upon conformation.

Your employment with Propeller Technologies is at-will and either party can terminate the employment relationship at any time.

If you choose to accept this job offer, please sign this letter and return it to us at your earliest convenience. Please note that this offer will expire on March 31<sup>st</sup>.

Please feel free to give me a call if you have any questions.


We look forward to welcoming you to our team!

Sincerely,

N.Salman

Human Resources

I hereby accept this Developer position.

Signature : 

Date : 19.3.19

Tamil Nadu, Kerala, Andhra Pradesh

www.propellertechnologies.in | propellertechs@gmail.com | +91-7338710091, +91-7502006136



# MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.  
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306  
Website: www.mrftyres.com

13.05.2019

Mr. Cyril Rozario Britto  
43, Sundarraj Nagar  
Subramaniapuram  
Trichy - 620020.

Dear Cyril Rozario Britto,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as Engineer - Electrical in our Company, in the MB1 grade with effect from 13.05.2019, on the following terms and conditions:

#### **SALARY & PERKS**

1. Basic Salary - Rs.6100/- per month.
2. House Rent Allowance - Rs.3050/- per month.
3. Conveyance Allowance - Rs.1600/- per month.
4. Educational Allowance - Rs.200/- per month.
5. MRF Allowance - Rs.24000/- per month.
6. Medical Allowance - Rs.508/- per month.

#### **Annual Payments:**

- a) LTA Rs.14500/- once in a block of two calendar years.
- b) Bonus as applicable
- c) Self Development Subsidy - Rs.8000/- per annum.

#### **Other Perks:**

- a) Group Medical Insurance Coverage for self, spouse and dependent children.
- b) Group Personal Accident Insurance coverage for self.
- c) Employee's Compensation as applicable.

#### **Retiral Benefits:**

- a) Contributory Provident Fund @ 12% of the Basic Salary.
- b) Gratuity as per Company's scheme.

Continued page 2..



# MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.  
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306  
Website: www.mrftyres.com

:2:

## TERMS & CONDITIONS OF THE APPOINTMENT

1. You will be on probation for a period of twelve months, which may be extended at the Company's sole discretion.
2. You will be presently attached to our Engineering Department at Trichy Bias Plant. However, the Company reserves the right to transfer you, at any time, to such places and such positions as it may deem necessary without assigning any reason/ without any increase in the salary. You will be governed by the rules, regulations and office orders as applicable to the unit in which you will be working.
3. Your appointment is based on the information provided by you regarding your personal data, experience, qualification, remuneration etc. and shall be considered null and void, if the information provided by you is found to be incorrect.
4. While in service, you will devote your whole attention and time to the business and affairs of the Company. At no time will you evince interest in or be engaged in (directly or indirectly) in any other trade, business or serve any other person, firm or company during your employment with the Company.
5. Any lawful orders, directions and instructions as given to you from time to time by the Company or its authorized person or persons, will be promptly and efficiently obeyed by you.
6. Your job entails you being exposed to the trade/ business secrets and such other processes of the Company, you shall ensure that you will not disclose any information relating to the Company, its business and operations to any unauthorised person, firm or company and / or utilize such information, whatsoever either during the currency or after termination of employment. You shall safeguard the interest of the Company at all times in this regard.
7. You will be governed by the rules, regulations and office orders of the Company as are in force at present, or as may be introduced or amended or extended from time to time which shall be considered part and parcel of this appointment letter.
8. You will keep or cause to be kept all files, documents, records, goods received at your end (for your use, custody, care or charge) in your official capacity and shall always be held responsible for the safe keeping and return in good condition of all such property of the Company against receipt at the time of cessation of your employment or as and when demanded by the authorized representative of the Company.
9. You shall not accept any gifts, favours and/ or borrow money from any person, firm or Company connected or associated with the Company whether as an employee or business associate or dealer or customer, actual or potential.
10. When required by the Company, you will have to submit yourself at any time for medical examination by a Medical Officer authorized by the Company. If the Medical Officer certifies you as unfit for the job, the Company can terminate your services.

Continued Page 3..



# MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.  
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306  
Website: [www.mrftyres.com](http://www.mrftyres.com)

:3:

11. You shall at all times keep the Company informed in writing of your present or acquired relatives/ family members having a job directly or indirectly with any of our competitors or acquiring a dealership or any business or trade connected with the business of the Company or its subsidiaries during the tenure of your employment with us.
12. You are prohibited from carrying on same or similar business or associating yourself with any one directly or indirectly in competition with the Company during the tenure of employment with us and/ or till such time you are availing any pre/ post retirement benefits from the Company.
13. Should you be found guilty at any time of neglect of work, sexual harassment of women colleagues at work place, insubordination, indulgence or abetment of any misconduct involving moral turpitude, or breach of any of the terms and conditions of your appointment, or commit any act which in the sole opinion of the Company is or is likely to be detrimental to its image, interest or subversive of discipline, the company shall take disciplinary action including termination of your appointment without notice.
14. Your appointment will remain probationary until it is confirmed in writing as permanent, but no undertaking is given that you will be appointed as permanent member of our staff. During the period of probation, your services can be terminated without notice and assigning any reason thereto.
15. In accordance with the practice of our Company, we request you to treat the terms of employment as strictly confidential.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours sincerely,  
for MRF Limited,

John Stephen  
Authorised Signatory





## ***BLUEZ INFOMATIC SOLUTIONS***

*2<sup>nd</sup> floor, sathyam plaza,  
Srisai school (opp),  
Miller stop, Tirupur*

---

Date: 04-04-2019

Dear **DINESHKUMAR. V**,

**Sub: Letter of Appointment**

We are pleased to offer you an appointment in our organization as a **JUNIOR ASSOCIATE**.

You will be on training for an initial period of one month and on probation for a period of six months following successful completion of PT(Project Training). Your transition from trainee to probationer will be based on your appraisal at the end of the period of training.

Salary: **8K-15K/PM**.

Joining date is **May-08-2019**, Location: **Coimbatore**.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

**Please sign and return duplicate copy of this letter in token of your acceptance.**

Yours truly,

A handwritten signature in black ink, appearing to be 'S. Ch. K.', is written over a light blue rectangular stamp area.

AUTHORIZED SIGNATORY/SEAL

EMPLOYEE SIGNATURE

0421-4331900

EMAIL: [bluezinfomatic@gmail.com](mailto:bluezinfomatic@gmail.com)



HRD/3T/19-20/12718092

Ms. Gayathri N  
Candidate ID: 12718092  
8 A, Indira Street, Sundhar Nagar,  
K.K. Nagar, Trichy  
Tiruchirapalli - 620021  
Tamil Nadu  
India  
Ph: (91) 97895 38595

April 17, 2019

Dear Gayathri,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
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[www.infosys.com](http://www.infosys.com)

HRD/3T/19-20/12718092

April 17, 2019

Ms. Gayathri N  
Candidate ID: 12718092  
8 A, Indira Street, Sundhar Nagar,  
K.K. Nagar, Trichy  
Tiruchirapalli - 620021  
Tamil Nadu  
India  
Ph: (91) 97895 38595

Dear Gayathri,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 13, 2019**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.



## Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Gayathri N
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/ loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/ loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Gayathri N
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





## PROPELLER TECHNOLOGIES Pvt.Ltd

Formulation of Kid Technopreneurs

Date: 18 / 03 / 2019

Dear Hari prakash . R,

Propeller Technologies is pleased to extend an offer to you for the position of Developer. We believe you will be an excellent addition to our team and are very much looking forward to having you on board.

As we discussed, you will be eligible to all the company benefits upon conformation.

Your employment with Propeller Technologies is at-will and either party can terminate the employment relationship at any time.

If you choose to accept this job offer, please sign this letter and return it to us at your earliest convenience. Please note that this offer will expire on March 31<sup>st</sup>.

Please feel free to give me a call if you have any questions.

We look forward to welcoming you to our team!

Sincerely,

N.Salman

Human Resources

I hereby accept this Developer position.

Signature : P. Hari prakash

Date : 20/03/2019

Tamil Nadu, Kerala, Andhra Pradesh

www.propellertechnologies.in || propellertechs@gmail.com || +91-7338710091, +91-7502006136

26-Feb-2019

Dear Haritha R,  
B.Tech/B.E., Electrical Engineering  
Saranathan College of Engineering

Candidate ID – 12996325

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu

**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*



**Date: 25.03.2019**

Dear **Hema Devi T,**

**Sub: Provisional Selection Letter**

Congratulations! We are pleased to inform you that you have successfully cleared the initial selection process.

The confirmation letter which will be provided to you at the time of joining will contain the complete terms of your employment and benefits of the position for which you have been provisionally selected.

Kindly note that your provisional selection for different IT based positions such Associate Technical Engineer, IT Technical Coordinator, IT Helpdesk Engineer, Desktop Engineer etc. will require you to fulfill the academic qualification and the complete attendance of the self-paid training provided by the authorized CMS Talent Development Center. Upon the successful completion of the training, there will be the final round of the interviews with CMS Talent Development Center clients, where you will be mapped to an appropriate job roles at the specific locations.

CMS Talent Development Center (TDC) is the Information Technology training division founded in 1993 and associated with Trinity Academy for Corporate Training Limited (TACT Ltd.). With 25 years of track record, we are ranked among the best hardware, networking, and software training institute in the country.

We are the alliance partner of Microsoft, Red Hat, Quint, Oracle and we offer globally accepted certifications from these alliances.

With a strong nationwide network of over 40+ training Centers, well-equipped to train students and professionals. In the last one and a half decades, over three million students and working professionals have benefitted from our training network. More than 80% of our students are placed with top IT recruiters of the country.

Our proficiency lies in identifying your talent, understanding your aptitude, analysing your needs and nurturing you to reach the zenith of technical excellence. Our alumni have been promoted from junior executives to team leaders, project heads and management professionals over the years.

Yours sincerely,

CMS Talent Development Center

**Terms & Conditions: -**

1. The provisional letter of selection is subject to your successful completion of all curricular requirements as laid down by the University / Institution for award of the degree /diploma and the requirements, including aggregate marks etc., & a successful completion of the training from the authorized CMS Talent Development Center.
2. Date of Reporting & Location will be conveyed after attending the final rounds of the interview post successful completion of the training and will be intimated through email to you & your TPO.
3. You should be willing to relocate in Mumbai or Project location across India.
4. You will be charged a Non-Refundable Deposit of Rs.20,000/- + Taxes for training. The payment has to be done by Demand Draft favoring “Trinity Academy for Corporate Training Limited”
5. Company will not be responsible for Travel, Food & Accommodation.
6. Based on Training performance & Final Interview , Offer Letter & Salary will be finalized
7. Salary Range (CTC) will be between Rs. 1,08,000/- p.a. to Rs. 1,44,000/- p.a.
8. Project Name, location & remuneration will be decided on Project deployment
9. This is merely a provisional selection letter based on campus interview.

**Acceptance of Selection Letter**

**Read & Accept all the above Terms & Conditions**

**Name :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Date: 25.03.2019**

Dear **Jane Miriam**,

**Sub: Provisional Selection Letter**

Congratulations! We are pleased to inform you that you have successfully cleared the initial selection process.

The confirmation letter which will be provided to you at the time of joining will contain the complete terms of your employment and benefits of the position for which you have been provisionally selected.

Kindly note that your provisional selection for different IT based positions such Associate Technical Engineer, IT Technical Coordinator, IT Helpdesk Engineer, Desktop Engineer etc. will require you to fulfill the academic qualification and the complete attendance of the self-paid training provided by the authorized CMS Talent Development Center. Upon the successful completion of the training, there will be the final round of the interviews with CMS Talent Development Center clients, where you will be mapped to an appropriate job roles at the specific locations.

CMS Talent Development Center (TDC) is the Information Technology training division founded in 1993 and associated with Trinity Academy for Corporate Training Limited (TACT Ltd.). With 25 years of track record, we are ranked among the best hardware, networking, and software training institute in the country.

We are the alliance partner of Microsoft, Red Hat, Quint, Oracle and we offer globally accepted certifications from these alliances.

With a strong nationwide network of over 40+ training Centers, well-equipped to train students and professionals. In the last one and a half decades, over three million students and working professionals have benefitted from our training network. More than 80% of our students are placed with top IT recruiters of the country.

Our proficiency lies in identifying your talent, understanding your aptitude, analysing your needs and nurturing you to reach the zenith of technical excellence. Our alumni have been promoted from junior executives to team leaders, project heads and management professionals over the years.

Yours sincerely,

CMS Talent Development Center



**Terms & Conditions: -**

1. The provisional letter of selection is subject to your successful completion of all curricular requirements as laid down by the University / Institution for award of the degree /diploma and the requirements, including aggregate marks etc., & a successful completion of the training from the authorized CMS Talent Development Center.
2. Date of Reporting & Location will be conveyed after attending the final rounds of the interview post successful completion of the training and will be intimated through email to you & your TPO.
3. You should be willing to relocate in Mumbai or Project location across India.
4. You will be charged a Non-Refundable Deposit of Rs.20,000/- + Taxes for training. The payment has to be done by Demand Draft favoring “Trinity Academy for Corporate Training Limited”
5. Company will not be responsible for Travel, Food & Accommodation.
6. Based on Training performance & Final Interview , Offer Letter & Salary will be finalized
7. Salary Range (CTC) will be between Rs. 1,08,000/- p.a. to Rs. 1,44,000/- p.a.
8. Project Name, location & remuneration will be decided on Project deployment
9. This is merely a provisional selection letter based on campus interview.

**Acceptance of Selection Letter**

**Read & Accept all the above Terms & Conditions**

**Name :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Letter of Offer  
(STRICTLY CONFIDENTIAL)**

Date: 24-Jan-2019

Dear Ms. Kalaiselvi, K,

Further to the interactions we had with you, we are glad to offer you the position of **System Analyst / Developer - Intern** with **Hibiz Solutions and Consultants** in Chennai.

Your internship period will run until 31<sup>st</sup> of May 2019. During this period you are expected to work from Monday to Friday in our office. You will be paid a monthly stipend of Rs.8000/- (Rupees Eight Thousand only) prorated for days worked. Any leave or absence will be granted only for academic purposes. Such an approval will be given by management after you produce materials from your college supporting the reason.

After this internship period, upon satisfactory completion of your degree, duly verified by our management you will be offered the position of **System Analyst / Developer - Trainee** from 1<sup>st</sup> of June 2019.

In this position you will be on a probation period of one year. Your monthly remuneration will be Rs.19,000/- (Rupees Nineteen Thousand Only) during the probation period. After successful completion of the probation and review thereof, you will be entitled for a revised salary, other allowances and benefits whatsoever as per policies of the organization. Regular performance reviews will be done to assess your suitability.

You are expected to join duty on 24th Jan 2019. The roles and responsibilities of your assignment will be communicated to you on joining.

On behalf of the management, I extend you a warm welcome and look forward to a mutually beneficial and enduring relationship.

Best Wishes.

Sincerely,  
For **Hibiz Solutions and Consultants**

  
Shelvakumari K 24/1/2019  
Vice President-Human Resources  
shelvakumari@hibizsolutions.com

## OFFER & APPOINTMENT LETTER

11<sup>th</sup> October 2019

**Karthikhaini K**  
**2-625/13,Vijaya Nagar,**  
**Mookandapalli,Hosur 635126**

Dear **Karthikhaini K,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (**herein referred as "HCL" or "Company"**), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in **band E1**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **16<sup>th</sup> October 2019** at **9:00 A.M** at the following address **HCL Technologies Ltd, Chennai-SEZ, Kanceehpuram, ETA 1, #33**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 2,85,000** per annum, outlined in [Annexure I](#).

You will be required to sign a service agreement of **18 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **18 months** from the date of Joining.

You will be on probation for a period of **15 months** from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within **3 days** of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 12B, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4862030

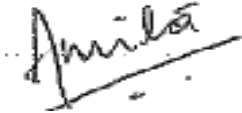
Registered Office: 605 Siddharth, 96, Nehru Place, New Delhi-110019, India.

[www.hcltech.com](http://www.hcltech.com)

[www.hcl.com](http://www.hcl.com)

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

**Yours truly,  
For HCL Technologies Limited,**



**Amrita Das  
Vice President, Head-Global Rewards**

## ANNEXURE I

<b>COMPENSATION PLAN</b>	
<b>NAME</b>	Karthikhaini K
<b>BAND</b>	E1
<b>DESIGNATION</b>	Software Engineer
<b>CITY</b>	Chennai
<b>Monthly Components (in INR)</b>	
Basic Salary	14,250
House Rent Allowance	5,077
Advance Statutory Bonus	1,400
TOTAL: Monthly	20,727
<b>TOTAL: Monthly Components : Annualized</b>	<b>2,48,724</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	20,520
Medical Insurance Premium/ESIC	7,537
Gratuity	8,221
<b>TOTAL : Retirals</b>	<b>36,278</b>
<b>COST TO COMPANY</b>	<b>2,85,002</b>
<b>Insurance &amp; Medical Benefits (in INR)</b>	
	Max Sub limits (p.a.)
Term life Insurance Cover	20,00,000
Disability cover due to accident (upto)	18,00,000
<b>NOTE:</b>	
1. All salary components are governed by the company policies and statutory guidelines.	
2. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.	
3. Any personal tax liability arising out of compensation will be borne solely by the employee.	
4. Gratuity to be payable as per act	

## ANNEXURE II

### Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

### GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

#### 1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting – **Chennai**.

#### 2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

#### 3. HCLT Training Program

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

#### 4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. **15 months** from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

#### 5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

#### 6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

## 7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

## 8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

## 9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

## 10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

## 11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

## 12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

## 13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

## 14. Data Protection

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

### 15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.



## ANNEXURE III

**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL****PRE-EMPLOYMENT BACKGROUND VERIFICATION**

S.No.	Particulars (To be submitted to the Recruiter)
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail.</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

**List of Documents required for joining-induction day**

S. No	Document Check List	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport – Front Copy only for name & DOB Proof	1
4	10th MARK SHEET, only if Passport is not available	1
5	Passport Sized Photographs (white background)	3
6	Vendor NDA- (For THIRD PARTY Resources ONLY)	1

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Please ensure you carry a soft copy of your Photo and Graduation Degree Certificate.
- Induction Timings are 0900 to 1830 IST.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

## ANNEXURE IV

### **EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Variable Pay
- ✚ Retirals & Insurances Benefit

**Disclaimer:**

***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

#### **BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

#### **MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

#### **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

#### **Performance Bonus (PB)**

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

## Engagement Performance Bonus (EPB)

Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

## RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4802030

Registered Office: 605 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 2-625/13,Vijaya Nagar, Mookandapalli,Hosur=635126**

**Email ID: karunyaeee1997@gmail.com**

**Telephone Number: 8610552421**

January 3<sup>rd</sup>, 2020  
Personal & Confidential

KEERTHANA VEERABADRAN  
NO 6A, NAGAMMAI VEETHI VISTHARIPU,  
M.K.KOTTAI, TIRUCHIRAPPALLI,  
TAMIL NADU- 620011  
Phone: +919894621580

Dear KEERTHANA,

It is our pleasure to extend to you an offer of full-time employment **Prana Consulting Services Private Limited**, a subsidiary of **Kinaxis Corp.** (the “**Company**”) in the position of **Associate Consultant Associate Consultant**, on the terms and conditions set out below. Once you return the signed documents, and the conditions set out in Section K below are fulfilled, this offer will become an employment agreement (“**Agreement**”) that is binding on both you and the Company. The specifics of the offer are set forth below. This offer is contingent upon the successful close of the Prana Consulting Services Private Limited. Your anticipated start date will be **February 1, 2020**.

**A. Start Date, Responsibilities and Work Schedule**

Your employment will start on January 1<sup>st</sup>, 2020 or such other date as we mutually agree (“**Start Date**”). As a member of the Professional Services team you will report initially to **Ananda Krishnan Sundaresan**. You will be required to undertake reasonable international business travel on a temporary basis. Accordingly, you will be required to remain eligible for international travel and to maintain an up-to-date passport at all times.

As a full-time employee, you are required to work an 8-hour day, but you will have reasonable flexibility about exact start and end times, as long as you generally operate within the Company’s core business hours. Your Manager will discuss your hours of work with you on your first day. The Company reserves the right to adjust your work schedule from time to time, to accommodate the changing needs of the Company by providing you with advance notice of any such change. Overtime compensation is only payable to the extent strictly required under the Tamil Nadu Shops and Establishments Act, 1947 as amended from time to time (“**TSE**”). You are expected to devote your full time and attention during your working hours to promoting the business and interests of the Company, and to perform the duties and responsibilities customarily associated with your position faithfully. The Company reserves the right to alter your duties or reporting relationships in order to accommodate the changing needs of the Company, by providing you with three weeks’ advance notice of any material changes.

**B. Consolidated Compensation**

**Consolidated Compensation** Your initial consolidated compensation will be **INR 25000** per month (“**Consolidated Compensation**”), subject to deduction of tax and other statutory

KEERTHANAVEERABADRAN

deductions at source, and will continue under your regular payroll schedule your pay will be deposited directly into your bank account. Salary increases are not guaranteed, and the amount and timing of any salary increases are wholly discretionary to the Company.

You will also be eligible to participate in our Company Bonus program. Bonuses are not guaranteed, and are based on achievement of corporate goals. New employees starting prior to October 1<sup>st</sup> are eligible to receive a pro-rated annual bonus for the fiscal year in which they were hired. Bonuses are paid out in the first quarter of the following calendar year. All employees joining the organization after October 1<sup>st</sup> will be eligible to participate in the Company Bonus program at the beginning of the full fiscal year following their start date. Kinaxis revises corporate goals annually, and details of progress against corporate goals will be communicated periodically throughout the year. This variable portion of your compensation will be up to 5% of base salary, assuming 100% achievement of corporate goals. You are required to be actively employed as of the payout date of any bonus in order to be eligible to receive them.

#### **C. Share Purchase Plan**

**Share Purchase Plan** You will be eligible to participate in our 2015 Employee Share Purchase Plan as amended from time to time (“**Share Purchase Plan**”). A copy of the current Share Purchase Plan will be made available to you during your orientation.

#### **D. Vacation and Public Holidays**

Vacation at the Company is not subject to any fixed limit, and is to be granted and taken subject to the terms and conditions contained in our vacation policies, as amended from time to time. The Company encourages its employees to use not less than their vacation entitlement in the year it is due.

You will be entitled to all statutory (public) holidays/holiday pay, in Tamil Nadu, India, in accordance with applicable legislation.

#### **E. Company Benefit Plan**

As a permanent employee, you will be eligible to participate in the Company’s Benefit Plan, effective February 1<sup>st</sup>, 2020.

Details about current benefits will be made available to you during your orientation. The Company reserves the right at any time to amend its benefit plans, and/or to switch to a different plan carrier or plan. At all times, your eligibility for coverage and benefits will be governed by the terms of the relevant plan, as amended from time to time.

#### **F. Other Benefits**

You will be governed by the Company’s policies and rules regarding provident fund, employee state insurance, and medical reimbursement, leave encashment as applicable.

#### **G. Company Rules and Policies; Confidentiality and Ownership of Inventions**

All employees are required to conform and comply with the directions and policies of the Company, including any disciplinary conditions contained in such policies. Current rules and

policies, including our Code of Business Conduct, will be reviewed with you during your orientation, and periodically you will be required to sign an acknowledgement agreeing to abide by them.

Over time, the Company will develop and amend its policies. As such, you will be expected to adhere to any new or changed policies, once implemented or as notified to you. Your acceptance of this offer signifies your agreement and intent to adhere to our rules and policies as amended from time to time.

In addition, as a condition of accepting this offer, you are required to sign and adhere to attached Non-Disclosure and Ownership of Inventions Agreement (“**NDA/IP Agreement**”), which forms part of your terms and conditions of employment. Certain obligations under the NDA/IP Agreement survive and remain in effect even if your employment with the Company ends for any reason.

Because we understand the importance of protecting our confidential and proprietary information, we expect and direct you to honour any confidentiality and proprietary property obligations that you owe to your former employer(s) or other third parties.

#### **H. Termination of Employment**

We know it is awkward to discuss termination at the beginning of a new employment relationship, but we believe having clear termination provisions is fairer to both you and the Company. In this Agreement, the “**Termination Date**” is the date designated by the Company as the day your employment ends for any reason whatsoever (without reference to and notwithstanding any period of notice or compensation in lieu to which you may claim to be or be entitled, whether under contract, statute or otherwise at law).

Kinaxis acknowledges that your prior service with Prana Consulting Services Private Limited will be recognized and taken into account when determining any terminated related entitlements

- (i) **Resignation** You may resign at any time by giving the Company 4 weeks’ prior written notice. Once you give notice of resignation, the Company reserves the right to:  
(i) waive all or part of any resignation notice exceeding 4 weeks, in which case your resignation will take effect at the end of the reduced period; and/or, (ii) require you to immediately return all Company property and leave the workplace for any part of the resignation notice period. To be clear, Company’s exercise of any of those rights will not constitute a constructive dismissal. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.
- (ii) **Termination without Cause** the Company may terminate your employment at any time by providing you with one month’s notice in writing.

Subject always to the TSE requirements, the Company may at its option provide all or part of any notice under this Section H(ii) by any combination of (1) advance written notice (i.e., active working notice or inactive “garden leave”) and/or (2) payment in lieu of Base Salary, in a lump sum. During any garden leave the Company may require you to have no contact with all or any of the Company's or its affiliates’ agents, employees, customers, clients, distributors and suppliers. You agree that your obligations of



confidentiality, good faith, loyalty and fidelity shall continue to remain in force notwithstanding any such period of granted leave or notice period.

(iii) **General - Any Termination** If your employment ends for any reason whatsoever, then:

- i. Payout of unused vacation will be limited to the minimums strictly required by the TSE.
- ii. If you are then participating in the Company Bonus Program, amounts owing, if any, will be calculated and paid at the usual time and in the usual manner, all in accordance with the terms of the applicable Bonus Program(s).
- iii. If you are then participating in any Plan, amounts owing, if any, will be calculated and paid at the usual time and in the usual manner, all in accordance with the terms of the applicable Plan(s), but subject always to the following provisos. Unless expressly provided otherwise by the applicable Plan(s):
  1. you forfeit any entitlement to receive any amount under such Plan(s) in respect of any fiscal period commencing after the Termination Date; and,
  2. if you are terminated for cause, you forfeit any entitlement to receive any further payment of any nature under such Plan(s) (including but not limited to unpaid awards for fiscal periods completed before the Termination Date),  
  
and you will not be entitled to any compensation for any such forfeited amounts. For greater clarity, by accepting this Agreement, except as specified herein, you are giving up any right to claim any payment (or any compensation in lieu of such payment) for any amount which you would or could have received or earned under any Plan if your employment had not terminated.
- iv. Entitlement to any allowance and to use of any Company-supplied equipment, vehicle or device will end on the Termination Date.
- v. Any share purchase entitlements will be governed by the relevant Share Purchase Plan.

#### **I. Duty of Good Faith and Post-employment Restrictions**

You acknowledge that during your employment with the Company, you owe the Company a legal duty of good faith that requires you to refrain from any activities which may be harmful to or competitive with the Company.

You also acknowledge that that the Company has a legitimate interest in protecting itself from unfair competition by former employees. Accordingly, as a condition of accepting this offer, you are required to sign and adhere to the attached Restrictions, which form part of this Agreement,

and survive and remain in effect even if your employment with the Company ends for any reason during the Term.

Because we understand the importance of protecting our business from competition, we expect and direct you to honour any non-competition and non-solicitation obligations that you owe to your former employer(s) or other third parties.

## **J. General Terms**

All amounts specified herein are in Indian Rupees (gross) and all payments will be made subject to the usual and required statutory deductions and withholdings.

This Agreement shall be governed by the laws of India. The courts at Chennai shall have the exclusive jurisdiction over all disputes or claims between the employee and the Company under this Agreement.

Each of the covenants and obligations set out in the Restrictions and in the NDA/IP Agreement will be construed as constituting obligations independent of each other and of any other obligations in the Agreement. If any provision of this Agreement is held by a court of competent jurisdiction to be overly broad, that provision is to be construed to afford the Company the maximum protection permitted by law. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, that provision is to be deleted in such jurisdiction only, and the other provisions remain in effect and are valid and enforceable to the fullest extent permitted by law.

If your employment with the Company ends for any reason whatsoever, then the provisions set out in Section H(iii), the Restrictions, the NDA/IP Agreement, in this Section J will each survive and remain enforceable by the Company in a court of competent jurisdiction, notwithstanding the existence of any claim or cause of action you may assert against the Company or its affiliates, whether predicated on this Agreement or otherwise.

This Agreement (which includes the Restrictions), together with the Code of Business Conduct and the NDA/IP Agreement, constitutes the entire agreement and understanding between the Company and you pertaining to their subject matter. This Agreement supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written. All promises, warranties, representations (negligent or otherwise), collateral agreements and understandings, express or implied, not expressly incorporated in this Agreement are hereby superseded and cancelled by this Agreement.

This Agreement and any attachments or enclosures may be executed in separate counterparts each of which, when executed, shall be considered to be an original and all of which shall constitute the same agreement. Delivery, acceptance and execution of this Agreement or counterparts of it, by facsimile, e-mail or other functionally equivalent electronic means of signature and transmission, constitutes valid and effective delivery, acceptance and execution and will be legally effective to create a valid and binding agreement between you and the Company.

**K. Conditions**

This offer is made contingent upon the completion of criminal background checks satisfactory to the Company, prior to your first day. If this condition is not met before your Start Date (as defined in Section A below), then this offer will be automatically cancelled without any right of recompense. Therefore, you should not resign any current employment or take other steps in expectation of joining the Company, unless and until we confirm that the Company is satisfied with the criminal background check results. We will do that as soon as possible.

You also acknowledge that you must be legally entitled to work for the Company in India (proof to be provided within 3 days of your Start Date). Where applicable, and if you have not already done so, you must provide the Company with a copy of a current and valid work permit before your employment begins and you will need to obtain any required extension or new permit in due course, at your own expense.

In addition, all Company employees are required to comply with the Company's ongoing security requirements which have been implemented to protect both the Company and our customers from potential damages and liabilities.

**Acceptance**

If you have any questions about the terms of this offer, please contact **Human Resources** at **humanresources@kinaxis.com**. This offer expires at end of business on **January 10<sup>th</sup>, 2020**

Please signify your acceptance of this offer by signing and returning a copy of each of this letter, the Restrictions and the NDA/IP Agreement. We have included duplicate copies for your files.

Our dress code is business casual.

\* \* \*

**KEERTHANA**, we look forward to your joining our team and hope you will find working for our Company to be challenging and rewarding.

Sincerely,



Megan Paterson  
Chief Human Resources Officer

## Employee Acceptance and Consent

I have read and understood this offer and all attachments or enclosures, and I accept and agree to be bound by their terms. I have requested copies of all documents and policies referred to in this offer, or have chosen not to do so.

No representation or inducement has caused me to leave any previous employment, and I am not under any legal obligation that could be violated by acceptance of this offer or by adhering to the terms and conditions of my employment with the Company.

I understand that from time to time, the Company will collect, use and disclose my personal and sensitive personal data to establish, manage, terminate and administer the employment relationship. I also understand that the Company will disclose my personal and sensitive personal data to third parties where required for: payroll/direct deposit and group benefit administration; to manage and promote Company's business; to sell, acquire, finance and transfer businesses; for any other purposes that a reasonable person would consider appropriate in the circumstances of an employment relationship; and where required by law to do so. For these purposes I acknowledge that some of my personal data may be retained or used in countries outside India, including the United States, where privacy laws may offer different levels of protection from those in India and while the Company takes all reasonable measures to protect personal and sensitive personal data, it may be subject to access by and disclosure to law enforcement agencies in those foreign jurisdictions. I consent to Company's collection, use, disclosure, handling and retention of my personal and sensitive personal data.

DATED January 9<sup>th</sup>, 2020

Signature: \_\_\_\_\_

  
**KEERTHANA VEERABADRAN**

## POST-EMPLOYMENT RESTRICTIONS

1. You acknowledge that that the covenants and restrictions set out below (“**Restrictions**”) form part of your employment agreement with the Company, are reasonably required to protect the Company and its goodwill from unfair competition, are ongoing, and will survive and remain in effect even if your employment with the Company ends for any reason during the Term.
2. For a period of 12 months from the Termination Date, regardless of the reason for the termination, you must not, directly or indirectly, in any capacity or in any manner whatsoever, whether on your own behalf or on behalf of any other person, firm, company or association within India (unless you have Company’s prior written approval):
  - (a) for the benefit of any business which is the same as or directly competitive with the business of the Company, solicit business from any customers of the Company, wherever situated, with whom you had direct contact in the course of your employment with the Company at any time in the 12 months preceding the Termination Date; or,
  - (b) solicit or entice away any person or entity who is known by you to be employed or engaged by the Company as of the Termination Date, for the purpose of inducing such person or entity to end or reduce or alter their relationship with the Company


and you must not approach any such customer, person or entity for such purposes, or attempt such actions, or authorize or knowingly approve or assist the taking of such actions by any other person or entity.

3. For purposes of these Restrictions:
  - (a) “**direct contact**” means: direct communications with/by you (whether in person or otherwise) for purposes of doing business on behalf of the Company or any of its affiliates, but only if such communications are more than trivial in nature, and in any case excluding bulk or mass-marketing communications directed to multiple customers or prospective customers;
  - (b) “**the business of the Company**” means: the development, marketing, sales and servicing of supply chain management software; and,
  - (c) “**solicit**” does not include any general solicitations of employment or of engagement or of business made in the ordinary course of business (such as general advertisements or postings, whether via newspaper or any other form of print or on-line media, for available positions or engagements or for available goods or services).
4. You acknowledge that it would be difficult to compute the monetary loss to the Company arising from your breach or threatened breach of the Restrictions and that, accordingly, the Company will be entitled, in addition to any other rights and remedies

that it may have at law or equity, to a temporary or permanent injunction restraining you from engaging in or continuing any such breach.

Employee Acceptance I confirm that I have read and understood these Restrictions, I accept them as reasonable and fair, and I accept and agree to be bound by their terms. I hereby authorize the Company to notify my actual or future employers (and other third parties as the Company deems necessary) of the terms of these Restrictions and my responsibilities hereunder.

DATED January 9<sup>th</sup> , 2020 and  
signed in the presence of witness signature:



Witness (print name below):

VIJAYALAKSHMI GOPINATHAN



Signature: KEERTHANA VEERABADRAN

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**NON-DISCLOSURE AND OWNERSHIP OF INVENTIONS AGREEMENT  
("NDA/IP Agreement")**

I, **KEERTHANA VEERABADRAN** and **Prana Consulting Services Private Limited**, a subsidiary of **Kinaxis Corp.** ("**Kinaxis**" or the "**Company**"), in consideration of the Company's employment of me ("**Employment**"), hereby agree as follows:

*Confidential Information*

1. I recognize and acknowledge that as a result of my Employment I may be privy to certain confidential and proprietary information, whether it be trade secrets or not and whether it be in written, graphic or oral form, that is now or hereafter owned, licensed or otherwise acquired by the Company or its Associates (for these purposes, "**Associates**" means Kinaxis Corp.,. subsidiary or affiliate, any of their respective customers, prospects and suppliers, and any others who provide information in confidence to the Company or its employees), including, without limitation:
  - (a) systems, technology and know-how,
  - (b) names of customers and prospects, their identities, and requirements,
  - (c) methods, product or process design and manufacture,
  - (d) suppliers,
  - (e) sources of financing during such times as the Company remains a private company,
  - (f) financial statements during such times as the Company remains a private company,
  - (g) personnel, their duties and capabilities,
  - (h) programs, plans, blue prints, ideas, projects,
  - (i) information originating from any of the Company's Associates which is designated as being confidential, and
  - (j) any other material identified in writing or verbally as being confidential or which would be considered confidential by a person exercising reasonable business judgment based on the nature of the information,

(collectively, "**Confidential Information**"). I further recognize and acknowledge that Confidential Information is a valuable, special and unique asset of the Company or its Associates, and that it constitutes a proprietary right which the Company is entitled to protect.

I further acknowledge that any and all:

- (k) records, papers, specifications, including all of my correspondence in the performance of my duties for the Company, lists of customers, lists of suppliers, etc., as well all plans, prototypes, models samples, drawings, blue prints and other materials,
- (l) computer files and printouts, and,
- (m) technical articles, essays and papers,

related to the business of the Company or my Employment, whether prepared or contributed to by me or under my direction or otherwise, and regardless of the form or medium in or on which it is transmitted or stored, shall at all times, both during and after my Employment, be exclusive property of the Company and shall constitute Confidential Information within the meaning of this NDA/IP Agreement.

Confidential Information shall not include any information:

- (n) known by me prior to my Employment and with respect to which I do not have any obligation of confidentiality,
- (o) in the public domain through no wrongful act by me, or,
- (p) received by me outside the scope of this NDA/IP Agreement from a third party who was free to disclose it.

2. I shall not, during my Employment or after the cessation for any reason whatsoever of my Employment ("**Termination**"):

- (a) disclose any Confidential Information to any third party,
- (b) make use of any Confidential Information, or,
- (c) make or retain in my possession or control copies of any Confidential Information,

for any reason or purpose whatsoever other than for the purposes of my Employment, without first obtaining the Company's written permission, except if required to be disclosed by law, whether under an order of a court or government tribunal or other legal process, provided that I inform the Company of such requirement as soon as I become aware of the requirement and in sufficient time to allow the Company to take such steps as are lawfully available to the Company to avoid or limit disclosure of such information.

3. I shall take all the measures and precautions which may be prescribed from time to time by the Company, at its sole discretion, as well as all precautions which a reasonable and prudent person would take, to preserve the confidentiality of all Confidential



Information which may come into my possession or control or the contents of which may otherwise become known to me as a result of my Employment.

4. I shall not disclose to the Company nor use in my work for the Company any confidential information, trade secrets, inventions or other proprietary property belonging to a third party, without first obtaining written approval of the Company and such third party.
5. Upon any Termination, I agree to take all reasonable steps to prevent additional Confidential Information from coming into my possession. I further agree that I shall promptly forward any such information to the Company without making or retaining any copies thereof, should I receive any such information subsequent to any termination.

*Assignment of Inventions*

6. I hereby assign and agree to assign to the Company or its nominee, its successors or assigns, all my right, title and interest in and to any and all tangible and intangible property including without limitation, know-how, designs, techniques, inventions, computer programs, improvements, ideas, documentation and other material regardless of the form or media in or on which it is stored (some or all of which property may be protected by patents, copyrights, trade secrets, trade-marks, industrial designs or mask works), which during the period of my Employment I make, develop, conceive, generate or contribute to, either solely or jointly with others, in the course of my Employment, or on the Company's time, or with the Company's materials or facilities, or relating to the subject matter with which the Company is at the time concerned, or relating to the business in which the Company is at that time involved, or which uses any Confidential Information (collectively, "**Inventions**"). I agree that such assignment of Inventions shall be perpetual, worldwide and royalty free. I also hereby waive unconditionally all moral rights in the Inventions. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to me, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. I further acknowledge and agree that I shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. Further, all Inventions created by me shall be regarded as having been made under a contract of service.
7. The Company and I have agreed that those rights relating to those inventions or projects, if any, as described by patent number, application serial number, or brief description where no application has been filed, on the attached list signed by me, are excluded from this assignment, provided that the list is also signed by an Officer of the Company. If there is no attached list, there are no such exclusions.
8. I further hereby undertake to make full and prompt disclosure to the Company of any and all Inventions, to properly document each Invention, and to provide written documentation describing each Invention to the Company, promptly after its creation.

9. I further agree, without charge to the Company (other than, if after any Termination, a reasonable payment for my time involved), but at the Company's expense, to execute, acknowledge, and deliver all such further papers, including applications for patents, as may be necessary to enable the Company to publish or protect said Inventions, by patent or otherwise in any and all countries and to vest title to said patents and Inventions to the Company, or its nominees, successors or assigns, and use my best efforts, in such time as may be available, to render all such assistance as the Company may require in any patent application, proceedings or litigation involving said Inventions. In the event of Termination, I further commit to use my best efforts, in the time available, to complete and document my projects.

*General*

10. I shall not make any unauthorized use of the Company's computer systems, communications networks, databases or files. I shall not use unauthorized and/or unlicensed and/or illegal software on Company equipment, or on personal equipment used to perform any work for the Company. I shall only use "open source software" in any work for the Company in accordance with the Company's policy or with the Company's prior approval. I shall adhere to all Company policies regarding the use of such computer systems communication networks, databases or files.
11. All equipment provided to me from the Company (whether owned by the Company or leased by the Company from any third party), unless purchased by me or otherwise transferred to me in either case with written evidence of the transaction, shall at all times, both during my Employment and after any Termination, be the exclusive property of the Company or of such third party, and I shall promptly deliver same to the Company on Termination.
12. In the event of any Termination:
  - (a) the terms of this NDA/IP Agreement shall survive the Termination and may be enforced by the Company in a court of competent jurisdiction, notwithstanding the existence of any claim or cause of action I may assert against the Company or its affiliates, whether predicated on this Agreement or otherwise, and,
  - (b) in addition to delivering the property in accordance with paragraph 11, I shall forthwith deliver to the Company (or destroy, as directed by the Company), all originals and all copies of the Confidential Information and Inventions that are then in my possession or control. Upon request by the Company, I shall certify, by way of affidavit or statutory declaration that all Confidential Information and Inventions have been returned or destroyed, as applicable.
13. I hereby affirm and represent that I am under no obligation to any former employer which is in any way inconsistent with this NDA/IP Agreement and further covenant that there are no Inventions or business activities which I desire to exclude from the operation of this NDA/IP Agreement except those, if any, designated on the list referenced in paragraph 6.

14. The Company and I agree and understand that the Company claims no right and agrees to release to me all rights in any tangible or intangible property or developments, reported by me to the Company, of which no time, material or facilities of the Company was used, and provided that (i) it was developed by me entirely on my own time, (ii) it does not relate to the business of the Company or to the Company's actual or demonstrably anticipated research and development, and (iii) it does not use any Confidential Information or result from any work performed by me for the Company.
15. I shall, upon request by the Company, execute and deliver such further agreements as to confidentiality and proprietary rights as the Company or any of Associates requires to protect their confidential information or proprietary property.
16. I understand that my Employment is subject to the terms and conditions of this NDA/IP Agreement and that, regardless of any changes in role, responsibilities, compensation or otherwise, including without limitation any Termination, I shall continue to be subject to the terms and conditions of this NDA/IP Agreement and any other(s) executed pursuant to the preceding paragraph.
17. My sole and exclusive remedy for any breach of this NDA/IP Agreement by the Company is limited to monetary damages and I shall not make any claim in respect of any rights to or interest in any Confidential Information or Inventions. I hereby waive, relinquish and convey to the Company any and all claims of any nature whatsoever, which I now or hereafter have for infringement of any proprietary rights assigned to the Company.
18. I acknowledge that it would be difficult to compute the monetary loss to the Company arising from my breach or threatened breach of this NDA/IP Agreement and that, accordingly, the Company shall be entitled, in addition to any other rights and remedies that it may have at law or equity, to a temporary or permanent injunction restraining me from engaging in or continuing any such breach.
19. If any provision of this NDA/IP Agreement is held by a court of competent jurisdiction to be overly broad, that provision is to be construed to afford the Company the maximum protection permitted by law. If any provision of this NDA/IP Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, that provision is to be deleted in such jurisdiction only, and the other provisions remain in effect and are valid and enforceable to the fullest extent permitted by law.
20. Nothing in this NDA/IP Agreement shall be construed as a guarantee by me or the Company to continue my Employment for any period of time.
21. This NDA/IP Agreement with any attachments signed or initialed by me and the Company is the entire agreement between me and the Company relating to non-disclosure and ownership of inventions and shall supersede any and all sections of any previous agreements between me and the Company which relate to such matters.
22. Headings in this NDA/IP Agreement are provided for reference purposes only and shall have no effect upon the interpretation of this NDA/IP Agreement.
23. This NDA/IP Agreement shall be interpreted in accordance with the laws of India.

24. This NDA/IP Agreement and any attachments may be executed in separate counterparts each of which, when executed, shall be considered to be an original and all of which shall constitute the same agreement. Delivery, acceptance and execution of this NDA/IP Agreement or counterparts of it, by facsimile, e-mail or other functionally equivalent electronic means of signature and transmission, constitutes valid and effective delivery, acceptance and execution and will be legally effective to create a valid and binding agreement between me and the Company.
25. **I acknowledge that the Company and I intend and agree that in this NDA/IP Agreement, the term "Employment" includes any period of time prior to my execution of this NDA/IP Agreement, during which period of time and in connection with or in contemplation of employment with the Company, I provided services to or performed work of any kind for the Company or for the benefit of the Company.**

**Employee Acceptance** I confirm that I have read and understood this NDA/IP Agreement and I accept and agree to be bound by its terms. I hereby authorize the Company to notify my actual or future employers (and other third parties as the Company deems necessary) of the terms of this NDA/IP Agreement and my responsibilities hereunder.

DATED January 9<sup>th</sup>, 2020 and  
signed in the presence of witness signature:



Witness (print name below):

VIJAYALAKSHMI GOPINATHAN



Signature: **KEERTHANA VEERABADRAN**

Prana Consulting Services Private Limited a subsidiary of Kinaxis Corp.



**Megan Paterson**  
**Chief Human Resource Officer**


**Fwd: RE-OS - CR 2019 - Internship - SCE - Kiruthika G - CBE - Offer 10Jan19**

1 message

**kiruthika greets** <kiruthikagreets@gmail.com>  
 To: seetharaman-ice@saranathan.ac.in  
 Cc: satheesh-eee@saranathan.ac.in

Fri, Feb 8, 2019 at 1:42 PM

----- Forwarded message -----

From: **kiruthika greets** <kiruthikagreets@gmail.com>  
 Date: Sat, Jan 19, 2019 at 7:34 PM  
 Subject: Re: RE-OS - CR 2019 - Internship - SCE - Kiruthika G - CBE - Offer 10Jan19  
 To: HRM <hrm@savvy-it.com>

**kiruthika greets** <kiruthikagreets@gmail.com>

5:37 PM (50 minutes ago)

to satheesh-eee

Respected Sir,

It is with great pleasure that I accept your offer to join, the Position of Intern on Savvysoft Technologies Pvt Ltd at Coimbatore. I would be excited to undergo extensive training and delighted to accept the role of Junior Recruiter Trainee. I'm eager to make a positive contribution to the company and I am grateful for the opportunity that you have given me.

I would like to quote that I have applied recently for the driving license and pan card. Hence, I request you to guide me through this issue regarding the evidence credentials. I assure that at the time of joining, I will submit all the originals of the following documents along with the 6th semester University Grade Sheet.

As discussed, I will join the company on JUN 03 and the details that have been asked are as follows :

**Section 1.1 - I am clear with the details****Section 1.2 - I accept the condition(s)****Section 1.3 - I have attached the docs that have been asked for****Section 1.4 - I am ready to provide the docs at the time of joining****Section 1.5 - I agree with the terms and conditions****Section 1.6 -****ACCEPTANCE:**

a) **JOINING DATE** : 03 JUN 2019  
 b) **BIRTH DATE** : 06. 02. 1998  
 c) **BLOOD GROUP** : B +ve  
 d) **CURRENT ADDRESS** : No.56,Devanga Weavers Colony, Salairoad,Woraiyur, Trichy - 620 003.  
 e) **FATHER'S NAME** : GOPALAKRISHNAN.T  
 f) **COLOR SCANS** : Kindly refer the attachments section.

Thank you

On Thu, Jan 10, 2019 at 12:49 PM HRM &lt;hrm@savvy-it.com&gt; wrote:

Dear Kiruthika,

At the outset, we thank you for your excellent cooperation and prompt responses throughout the recruitment drive held in Saranathan College of Engineering, Trichy on December 28, 2018. Further to the interview held then, we are pleased to offer you the position of Intern (Junior Recruiter Trainee, Overseas Staffing) in our company. Please read through the following very carefully and provide the requested information without missing any. The key details are as under.

**1. Internship****1.1 Basic Details:**

No.	Item	Details
1	Position	Intern (JUNIOR RECRUITER TRAINEE)
2	Duration	3 months
3	Work place	Coimbatore

4	Joining Date & Time	Monday, June 03, 2019 at about 06:00 PM ( <b>Subject to Change</b> )
5	Shift Hours	08:00 PM (This is subject to change) <a href="#">If you can join before, please call us to discuss well in advance.</a>
6	Staff Welfare	Food and refreshments

1.2 **Primary Condition:** During the internship you will not be paid any Stipend/Salary. In these 3 months, you will undergo extensive training to perform your role as Junior Recruiter. If you do not successfully complete the internship, you will be released.

1.3 **Scanned Copies:** If you accept the offer, please email us the scanned copies of the following certificates immediately.

- SSC
- HSC
- Degree
- Aadhaar Card: Front and back
- PAN Card
- Personal ID: Driving License or Passport (Photo, address and Date of Birth pages only) or Voter ID

1.4 **Original Documents:** Please be advised that at the time of joining we will require you to produce the originals of the following documents. We will not be able to do the induction if any of the documents is missing. If you have any issues, please call us immediately. The original offer letter will be issued at the time of joining.

- SSC / HSC: Will be verified and returned to you.
- Degree or Provisional Certificate: Will be verified and returned to you.
- Aadhaar Card: Will be verified and returned to you
- Driving License/Passport/Voter ID: Will be verified and returned to you
- PAN Card: Will be verified and returned to you
- Photo (Passport Size) 3 Nos: Will be retained

1.5 **Terms:** This offer is subject to receipt of satisfactory results obtained after verification of educational and professional qualifications with original documents, execution of internship agreement on the date of joining and successful completion of background verification.

1.6 **Acceptance:** Kindly reply by email confirming your acceptance of the offer along with the following on or before 08:00 PM, Monday, January 21, 2019.

- Joining date
- Birth Date
- Blood Group
- Full current address
- Father Name with his initials
- Color scans asked for in Section 6 above

**2. Offer on Induction as employee:** On successful completion of internship, you will be inducted as an employee in the position of Junior Recruiter Trainee. **You will be paid a joining bonus of Rs. 50,000 which will be disbursed in 3 monthly installments.** The details of the offer are as under: (PLEASE READ ALL THE INSTRUCTIONS AND RESPOND APPROPRIATELY WITH THE OFFER ACKNOWLEDGEMENT)

2.1 **Salary:** (AS PER POLICY, YOUR FIRST MONTH'S SALARY WILL BE CREDITED ALONG WITH THE SECOND MONTH'S SALARY)

No.	Component	Amount/Month (Rs.)	Amount/Year (Rs.)
1	Gross Salary	20,000.00	2,40,000.00
2 (a)	Employer Contribution to Provident Fund (Subject to your participation)	1,800.00	21,600.00
2 (b)	Group Life Insurance Cover	500.00	6,000.00
2 (c)	Personal Accident Insurance Group Cover	500.00	6,000.00

2 (d)	Group Medical Insurance Cover	1,000.00	12,000.00
2 (e)	ESI	950.00	11,400.00
2 (f)	Gratuity	384.00	4,608.00
2 (g)	Variable Performance Pay	0.00	00.00
3	Total Cost to Company	<b>25,134.00</b>	<b>3,01,608.00</b>

**2.2 Details:**

No.	Item	Details
1	Position	Junior Recruiter Trainee
2	Work place	Coimbatore (No. 22, A.T.T Colony, R.V Centre, Coimbatore – 641 018)
3	Shift Hours	08:00 PM (This is subject to change) Please note that you will have to extend the hours to complete the daily tasks and reports.
4	Probation Period	3 Months from the date of joining. Will stand extended automatically if not closed in writing
5	Benefits	<p>a) From Start:</p> <ul style="list-style-type: none"> <li>• Employer Contribution to Provident Fund subject to your participation</li> <li>• Gratuity Cover</li> </ul> <p>b) Upon closure of probation:</p> <ul style="list-style-type: none"> <li>• Personal Accident Insurance Cover</li> <li>• Leave</li> <li>• Group Medical Insurance Cover for self, spouse &amp; 2 children (total 4)</li> <li>• Group Life Insurance Cover for self</li> </ul> <p>c) Annual Review: The first review will be held only in April 2020. Thereafter, the annual review will be held every April. Pay review, if any, will be based on achievements with respect to the targets</p>

**2.3 Salary Disbursement:** Our payroll is from 26th day of the previous month to 25th day of the current month with date of disbursement of salary being on or about the last working day of the current month.

**2.4 Targets:** You shall meet the targets which will be after 15 days from the date of commencement of employment but before completion of 3 months of employment. The targets are subject to change periodically.

**2.5 Variable Performance Pay:** Variable Performance Pay will be calculated every quarter and if earned, be disbursed along with the salary of the first month of the succeeding quarter. You be eligible for variable pay only after the targets are set. Variable pay is If it is not included in this offer, it will be introduced in the first pay revision. Regardless of this offer containing Variable Performance Pay or not, major portion of future pay raises will be granted only as Variable performance Pay until the parity with Gross Pay is achieved as per the pay structure in policy in force. Pay Structure will be made available if requested.

a) Qualifier: Unless the minimum level of performance set is achieved in this, no variable pay is payable. The details are available in the relevant Office Order which will be shared with you during induction. You will have to achieve the minimum target set in a quarter to be eligible for receiving variable pay. The office order detailing the modalities of working out the variable pay will be shared during your Induction Training.

b) Parameters with weight (Service delivery, i.e., number of starts in a specified period will be the qualifier)

1) Productivity: 30%

2) Compliance: 20%

Please feel free to contact the following between 10:00 AM and 06:00 PM should you have any questions or require additional information.

a) V.R. Krishnan, Director-HR (Office: 91-44- 43437043 | Mobile: 91-9791635309 | Email: krishnanvr@savvy-it.com)

b) J. Parthiban, Asst. Executive, HRM & Operations (Office: 91-44-43437048 | Mobile : 91-97108 34066 | HRM@Savvy-it.com)

We will send you the joining instruction immediately after receiving your acceptance and receipt of the information asked for in Section 1.6 above.

Thank you,

J. Parthiban

Asst. Executive, Operations

Savvysoft Technologies Pvt Ltd

Fathima Akhtar Court, V Floor, 453 Anna Salai, Teynampet, Chennai 600 018

Work: 91-44-43437048 | Mobile : 91-97108 34066 | [www.savvy-it.com](http://www.savvy-it.com)

 <http://www.assuresign.com/images/msftcert.jpg>  [http://www.brandsoftheworld.com/sites/default/files/styles/logo-thumbnail/public/022012/untitled-1\\_1.jpg](http://www.brandsoftheworld.com/sites/default/files/styles/logo-thumbnail/public/022012/untitled-1_1.jpg)

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#### 4 attachments

 **Aadhar card - KIRUTHIKA.G.pdf**

883K

 **HSC - KIRUTHIKA.G.pdf**

523K

 **SSC - KIRUTHIKA.G.pdf**

1269K

 **Degree - KIRUTHIKA.G.pdf**

2744K





HRD/3T/19-20/12718093

Ms. Krishnapriya V  
Candidate ID: 12718093  
150, Sundar Raj Nagar,  
K.K. Nagar Post,  
Tiruchirapalli - 620020  
Tamil Nadu  
India  
Ph: (91) 90039 18247

April 24, 2019

Dear Krishnapriya,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

HRD/3T/19-20/12718093

April 24, 2019

Ms. Krishnapriya V  
Candidate ID: 12718093  
150, Sundar Raj Nagar,  
K.K. Nagar Post,  
Tiruchirapalli - 620020  
Tamil Nadu  
India  
Ph: (91) 90039 18247

Dear Krishnapriya,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 20, 2019**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Krishnapriya V
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/ loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/ loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Krishnapriya V
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				







HRD/3T/19-20/12718052

Mr. Leo Aldrinraj A S  
Candidate ID: 12718052  
828,8Th Cross Vasan Nagar,  
Rettai Vaikal(Via),Malliampattu (Post)  
Tiruchirapalli - 620102  
Tamil Nadu  
India  
Ph: (91) 94423 58635

April 17, 2019

Dear Leo,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
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T 91 80 2852 0261  
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[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

HRD/3T/19-20/12718052

April 17, 2019

Mr. Leo Aldrinraj A S  
Candidate ID: 12718052  
828,8Th Cross Vasan Nagar,  
Rettai Vaikal(Via),Mallampattu (Post)  
Tiruchirapalli - 620102  
Tamil Nadu  
India  
Ph: (91) 94423 58635

Dear Leo,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 13, 2019**.

### **Location**

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
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askus@infosys.com  
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**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Leo Aldrinraj A S
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Leo Aldrinraj A S
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				







Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

**Fwd: Provisional Offer & Pre Employment Medical\_Madhanraj**

1 message

**Madhan raj** <madhanraj9883@gmail.com>  
To: satheesh-eee <satheesh-eee@saranathan.ac.in>

Fri, Mar 13, 2020 at 9:17 PM

----- Forwarded message -----

From: <recruiter3.dahej@mrfmail.com>  
Date: Tue, 30 Jul, 2019, 5:00 PM  
Subject: Provisional Offer & Pre Employment Medical\_Madhanraj  
To: <madhanraj9883@gmail.com>

**Dear S. Madhanraj ,**

Greetings from MRF !!!

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are provisionally selected for the position of **Engineer-Electrical at our Tiruvottiyur Plant in MB1 Grade.**

**Now you can resign from your present organisation if employed and Please let us know your earliest date to join us.**

**(It is mandatory to submit original relieving letter form your present employer at the time of Joining)**

**Your offered CTC is Rs. 4,67,695/- P.A . (with a Basic of Rs. 6,100/-pm).** Kindly send us your acceptance of the Provisional offer by sending a reply to this mail. You will get detailed appointment letter once you join us.

As this offer is subject to your being found medically fit, you are requested to undergo medical tests as specified in the enclosed list in a reputed laboratory of your choice and thereafter to obtain a medical fitness certificate from a Registered Medical Practitioner who is an MD in General Medicine. The medical certificate together with all the medical test reports should be sent to us immediately to the address given below. (You need not have to send the X-ray copy and original Bills while sending the medical report).

**The report should reach us latest by 06.08.2019. Please take a photocopy of all the medical reports before sending the originals through courier.**

**Mr.Babuji K  
MRF LTD  
Tarapore Towers, 8th Floor,  
826, Anna Salai,  
Chennai - 600002**

We will be reimbursing the expenses of this medical test on your joining **(Kindly note that the limit for the medical test expense is Rs. 3500/- , if you have any clarification please email to the undersigned.)**

Also Please find attached the reference check format , Request you to pls get two reference checks duly filled by immediate supervisors / Department Heads from last two organizations / HOD / Professors.

**Regards**

**Rahul Raaj**  
**Human Resources**  
**MRF Ltd**

Disclaimer: This communication (including any attachments) is for the use of the intended recipient(s) only and may contain information that is confidential, privileged or otherwise legally protected. Any unauthorized use or dissemination of this communication is prohibited. If you have received this communication in error, please immediately notify the sender by return e-mail message and delete all copies of the original communication. Thank you for your cooperation.

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---

**2 attachments**

**Pre-employment Medical Form - New.doc**  
32K



**Reference Check format\_08.06.2018.doc**  
51K



## ***BLUEZ INFOMATIC SOLUTIONS***

*2<sup>nd</sup> floor, sathyam plaza,  
Srisai school (opp),  
Miller stop, Tirupur*

Date: 04-04-2019

Dear **MAHALAKSHMI. C,**

### **Sub: Letter of Appointment**

We are pleased to offer you an appointment in our organization as a **JUNIOR ASSOCIATE.**

You will be on training for an initial period of one month and on probation for a period of six months following successful completion of PT(Project Training). Your transition from trainee to probationer will be based on your appraisal at the end of the period of training.

Salary: **8K-15K/PM.**

Joining date is **May-08-2019**, Location: **Coimbatore.**

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

**Please sign and return duplicate copy of this letter in token of your acceptance.**

Yours truly,

A handwritten signature in black ink, appearing to be 'S. Chakraborty'.

AUTHORIZED SIGNATORY/SEAL

EMPLOYEE SIGNATURE

0421-4331900

EMAIL: [bluezinfomatic@gmail.com](mailto:bluezinfomatic@gmail.com)

20-December-2018

**Mahendaran P**

**PAN: CWXPM9547B**

**No.124, Arul Murugan garden**

**Nelson road Srirangam,**

**Trichy**

Dear Mahendaran,

Welcome to Zomato!

We are excited to offer you a full-time position as **Sales Manager** in our **Launch team (Online Ordering)** at our **Erode** office. Your starting date will be **02-January-2019** subject to satisfactory verification of your credentials and background verification conducted by Zomato at its sole discretion.

In the event you do not have (a) a valid Permanent Account Number Card (PAN card); and/or (b) Aadhaar Card you should apply for the same at the earliest. In the event you fail to have a valid PAN card, Zomato is required to deduct 20% TDS or such amounts based on the average rate of income--tax at rates in force, whichever is higher, from your compensation as per the Indian Income Tax Act, 1961.

Principle terms of your employment with Zomato are as follows:

- a) **Compensation:** Your annual compensation will be **INR 580,000 (Rupees Five Lakhs Eighty Thousand only)**, subject to tax deductions at source, as applicable by law, which shall be paid to you on a monthly basis on the last date of the month, as per the terms of this Employment Agreement. It is clarified that Zomato reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorise Zomato to deduct any amounts from your compensation, which are owed by you to Zomato, including any overpayments, loans or advances outstanding at your end.
- b) **Conduct:**
  - (i) You shall perform all duties and responsibilities assigned to you by Zomato from time to time. You will also comply with all reasonable instructions as may be given by Zomato from time to time.
  - (ii) You shall not engage in activities that would be unsuitable with your capacity, as a representative of Zomato and you shall not act in any manner that would conflict with the interests of Zomato.
  - (iii) You shall ensure that your conduct is in line with Company policies that may be implemented from time to time. You shall, at all times during your employment at Zomato, adhere to the Code of Conduct of Zomato, which may be modified by the Zomato from time to time. Further, while employed with Zomato, you shall not undertake any illegal or unlawful activities.
- c) **Exclusivity:** During your employment, you will not undertake any other employment/ venture of any nature, whatsoever.
- d) **Leaves:** In a calendar year, you are entitled to (i) 15 (fifteen) days of casual leave and 7 (seven) days of sick leave on a pro--rated basis from your start date; or (ii) leave in accordance with applicable leave policy of Zomato. In case of absence for a period of over 3 (three) days without intimation, the days of absence will be deemed to be unpaid leaves and appropriate action would be initiated. In the event that the sick leaves are for more than 5 (five) days at a stretch, you will be required to provide a medical certificate from a Government authorized local hospital or doctor, with regard to your health.
- e) **Probation Period:** The nature of your employment is Permanent, however, you will be on probation for 90 (ninety) days ("**Probation Period**"). We recommend you do not take leaves during the probation period since they would be deemed to be leaves without pay. Zomato reserves the right to extend your Probation Period at its discretion. Unless your manager or HR informs you otherwise, your position will become permanent at the end of your probation period.

- f) **Travel:** During your employment, you may be expected to travel or work out of an alternate city where Zomato has an office.
- g) **Compliance:** You shall undertake to read and remain in compliance with Zomato's internal policies and procedures (as implemented from time to time) throughout the term of your employment.
- h) **Performance Reviews:** Zomato shall conduct a performance review of your work on an annual basis or within such intervals as may be determined by Zomato from time to time.
- i) **Termination:** During the Probation Period, your services can be terminated at the sole discretion of Zomato without stating the cause for such termination. In the event of such termination, Zomato will either provide you 1 (one) week notice or payment in lieu thereof (notice pay), subject to completion of exit formalities by you. If the termination is initiated on grounds of ethical misconduct, Zomato reserves the right to hold back the notice pay and/or your salary. Similarly, during the Probation Period, you may terminate your services with Zomato by providing 1 (one) week written notice failing which Zomato reserves the right to withhold and/or deduct money equal to your 1 (one) week's pay.

Post your Probation Period, you or Zomato may terminate your employment by providing one month's written notice or pay in lieu thereof. If the termination is initiated on grounds of ethical misconduct, Zomato reserves the right to hold back the notice pay and/or your salary. Notwithstanding anything to the contrary herein set out Zomato reserves the right to forthwith terminate your employment, at its sole discretion and without pay, where you are in material breach of your employment terms and/ or Zomato internal policies or on grounds of any willful misconduct or misbehaviour. In such circumstances, Zomato shall not be liable to pay any compensation to you.

- j) **Confidentiality:** You undertake to perform your service at Zomato with trust and confidence. During your employment, you will be privileged with confidential information about Zomato. You agree that you shall not, except as may be required to perform your duties or by applicable law, disclose to others or use, directly or indirectly any Confidential Information (defined below) and you will use discretion and good faith in what you do disclose that may not be specifically defined as Confidential Information hereunder. "Confidential Information" shall mean any confidential and/ or proprietary information of Zomato disclosed to and/ or obtained by you on behalf of Zomato whether or not in relation to the scope of your employment, either directly or indirectly, in writing or orally or as contained in tangible or fungible form.
- k) **Non--Compete:** During your employment with Zomato and for a period of 6 (six) months thereafter, you shall not seek employment with any organization that is directly or indirectly engaged in same/ similar business activities as Zomato. Further, you yourself shall not, directly or indirectly, enter into business activities that are similar to those undertaken by Zomato.
- l) **Non Solicit:** During your employment with Zomato and for a period of 12 (twelve) months thereafter you shall not (as the case may be), directly or indirectly (i) entice any employee to leave their employment with Zomato; (ii) solicit them for employment opportunities with third parties; (iii) solicit or entice in any manner, directly or indirectly any customers, agents, vendors, users, clients of Zomato.
- m) **Gratuity:** You shall be entitled to avail gratuity benefits as per the Gratuity Act, 1972 and as per Zomato's Gratuity Policy.
- n) **Full Disclosure:** You will disclose to Zomato in writing, any ongoing contractual obligations prior accepting this employment letter, including but not limited to any professional contracts, employment contracts, governmental engagements with any third party, freelance projects or volunteer work.
- o) **Right to hold personal data:** As a part of the conditions of your employment, you hereby grant Zomato permission to collect, retain and process information about yourself, such as age, sex, and ethnic origin. The information will be used by Zomato to monitor Zomato's compliance with applicable laws and best industry practices in terms of equal opportunities and non-discrimination. Should your personal circumstances change, you must notify Zomato immediately.
- p) **Return of Company Assets:** Upon termination of your employment (however it arises) with Zomato, you are obligated to forthwith return all assets of Zomato within your possession (without any loss or damage), failing which Zomato reserves the right to take appropriate legal action against you and recover the cost for such damage or loss from any pending compensation due to you from Zomato.
- q) **Zomato's Proprietary Right:** You agree to promptly and fully inform and disclose to Zomato all inventions,

designs, ideas, improvements and discoveries, whether or not completed, that you, working by yourself or with others, made, created, conceived or found during the course of your employment with Zomato, whether or not conceived during regular working hours at Zomato or at Zomato's premises. You agree and acknowledge that Zomato is the sole owner of all inventions, designs, ideas, improvements and discoveries described under this clause and you agree that all such inventions, designs, ideas, improvements and discoveries created by you shall be regarded as having been made under a contract of service and you hereby transfer and assign in favour of Zomato, all rights, title and interest in and to all such inventions, designs, ideas, improvements and discoveries, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties and you agree that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if Zomato does not exercise the rights under the assignment within a period of one year from the date of assignment. You further acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree that all applications or requests for patents, trademarks, copyrights or other such protection will be made only in Zomato's name. In addition, you agree to assist Zomato in obtaining patents or such other protections on all such inventions, designs, ideas, rights or other trade protection that may be available to Zomato. You agree to execute all documents and do all things necessary to obtain inventions, designs, ideas, improvements and discoveries. You will rescind your moral rights over the inventions as well.

- r) **Notices:** Unless otherwise stated, notices to be given to either party, shall be in writing and shall be given by hand delivery, or by recognized international courier, mail, electronic mail, telex or facsimile transmission and delivered or transmitted to the Parties at their respective addresses set forth below:

If to **Zomato:**

**Zomato Media Private Limited**  
**GF-12A, 94, Meghdoot, Nehru**  
**Place, New Delhi – 110019**  
**Email: hr@zomato.com**

If to the **Employee:**

**Mahendaran P**  
**No.124, Arul Murugan garden**  
**Nelson road Srirangam,**  
**Trichy**  
**massivemahendaran@gmail.com**

- s) **Dispute Resolution and Governing Law:** Parties shall endeavour to amicably resolve all disputes arising hereunder. Thereafter, parties may refer the matter to arbitration in accordance with the terms of the Arbitration and Conciliation Act, 1996 for proceedings carried out by a court-appointed arbitrator. The courts at New Delhi shall have the exclusive jurisdiction to preside on matters arising hereunder.
- t) **Survival of Covenants:** All restrictive covenants contained in this employment letter shall survive the termination of your employment at Zomato.

If the foregoing terms and conditions are acceptable to you, please confirm this in writing indicating understanding and acceptance of the terms and conditions in this employment letter, which should be signed by you and returned to us. In the event that any signature is delivered by e--mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such ".pdf" signature page were an original thereof.

We are delighted to welcome you to our organization and wish you a great career with us!

**For & on behalf of Zomato Media Private Limited**

*Ashish Kumar*

**Authorised Signatory**

Acceptance:

I have read the principal terms of my employment with Zomato and confirm my acceptance of the aforementioned terms. I hereby also declare that I will abide by the Code of Conduct outlined by Zomato at all times during my employment with Zomato.

Name:

Signature:



Date: 11 March 2019

## CONTRACT OF EMPLOYMENT

*Between*

**EMRILL Services LLC. (“Emrill” or “we”)**

*And*

**Name: Manoranjan.G (the “Employee” or “you”)**

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_





## SCHEDULE 1 EMPLOYMENT DETAILS

Document Reference No:	HR/EC/TECH/03/2019
Name:	Manoranjan.G
Nationality:	Indian
Job Title:	Trainee Engineer
Job Level:	H
Reporting to:	Facilities Manager
Start Date:	TBC
Location:	UAE
Working Days	6 days per week
Total Gross Salary (Per Month):	AED 2100
<i>Breakdown:</i>	
<i>Basic Salary:</i>	AED 1800
<i>Food Allowance:</i>	AED 300
<i>Other Allowance:</i>	N/A
<i>Fixed Overtime:</i>	N/A
<i>Accommodation:</i>	Company provided accommodation
<i>Transport:</i>	Company provided transport to and from your place of work
Leave Entitlement:	30 calendar days per year of employment.
Flight Entitlement:	One economy class flight every two years
Medical Insurance:	Provided as per Emrill company policy
Probationary Period:	6 months
Period of Notice of Termination:	1 month
Contract Period:	Unlimited

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



**SCHEDULE 2  
TERMS & CONDITIONS OF APPOINTMENT**

**1. PRE EMPLOYMENT REQUIREMENTS**

You will be required to provide Emrill with the following documentation:

- a. 10 colour photographs (with white background).
- b. A colour copy of passport (minimum 8 months validity)
- c. Copy of your work experience certificates
- d. Qualification / education certificate(s) attested by the UAE embassy in compliance with the UAE Labour Law.
- e. Release or End of Service Certificate from your previous employer (if applicable).
- f. Satisfactory references upon request prior to your employment start date.

**2. CONTRACT PERIOD**

You will be employed on an unlimited term contract subject to the following:

- a. The provisions of Part 1 above.
- b. You pass the legally required medical examination.
- c. The approval of your residency application by the UAE authorities. For the avoidance of doubt, Emrill shall act as your sponsor and make these applications on your behalf.

**3. HOURS OF WORK**

The current working hours are 9.00 hrs per day from Saturday through Thursday or as amended by the Company. It is anticipated that your responsibilities may necessitate a flexible approach to working beyond these hours as necessary including night shifts. For the extra hours worked you will be paid overtime as per the U.A.E. Labour Law and company policy.

**4. SALARY COMPONENTS**

- a. Your monthly remuneration will be the Total Gross Salary (as set out in *SCHEDULE 1*) and is comprised of a basic salary plus any applicable allowances (as described in part 3 below). The specified remuneration will be paid monthly in arrears into a bank nominated by Emrill accessible by bank card or a local bank account of your choice.
- b. Your salary may be subject to deductions as required by law and/or agreed between the parties. Emrill shall have the right to deduct any sums owed by the Employee to Emrill including without limitation any overpayments, advances or loans made to you by Emrill or any damage or loss caused by you.

**5. APPLICABLE ALLOWANCES**

- a. **Food Allowance:** As part of your Total Gross Salary you will receive a food allowance as set out in *SCHEDULE 1*.
- b. **Other allowance:** As part of your Total Gross Salary you will receive an 'Other' allowance as set out in *SCHEDULE 1*.
- c. **Fixed Overtime:** As part of your Total Gross Salary you will receive Fixed Overtime as set out in *SCHEDULE 1*. This is a fixed monthly overtime payment to cover the difference between standard working hours and your total 12 hour shift length. Fixed overtime amount shall be deducted for hours not worked.
- d. **Accommodation:** Emrill will provide you with and the Employee shall reside in, company accommodation for the duration of the Contract of Employment.
- e. **Transport:** Emrill will provide you with company transport to and from your place of work.

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



**6. FLIGHT ENTITLEMENT**

After completion of two years continuous service, you will be entitled to an economy class return air ticket between UAE and the nearest International Airport to your hometown. For the remainder of your employment, you will be entitled to a flight as set out in *SCHEDULE 1*.

**7. INSURANCE**

- a. You and any eligible dependent family members (as defined within Emrill company policy) normally resident with you in UAE will be covered by Emrill's healthcare scheme (subject to any exclusions or excess / deductible which will be payable by the Employee directly as determined by the applicable insurance policy). If the insurance provider(s) refuses for any reason to provide private medical insurance benefits to the Employee (or to the Employee's dependants), Emrill shall be under no obligation to provide any replacement benefits or to pay any compensation in lieu of such benefit.
- b. Throughout your employment with Emrill, you will be insured against the risk of accidental death and total permanent disability in accordance with Emrill's company policy.
- c. You will be insured in accordance with the UAE Labour Laws.
- d. If you are involved in an accident whilst driving a vehicle / equipment belonging to Emrill, any excess due on the applicable insurance policy will be payable by you and deducted from your next salary payment.
- e. If you incur any parking fines or commit a driving offence whilst driving a vehicle / equipment belonging to Emrill, any charges incurred will be payable by you and deducted from your next salary payment.

**8. LEAVE**

- a. You will be eligible to annual leave accrued for each completed year of employment as set out in *SCHEDULE 1* and in accordance with the leave policy.
- b. You will be entitled to sick leave as per UAE Labour Law and as specified in the Emrill's company policies. You will be required, upon request, to produce appropriate certification by a competent medical authority.

**9. PROBATIONARY PERIOD**

- a. All employees are subject to a probationary period following commencement of employment. Your probation period is as set out in *SCHEDULE 1*. Emrill will provide written notification to you following completion of your probationary period.
- b. During your probation period you will accrue leave based on your annual entitlement. All applications to avail your annual leave entitlement are subject to operational requirements and line management approval.
- c. Employees are not entitled to any paid leave of any nature during the probationary period.
- d. During the probationary period, the Contract of Employment can be terminated by the either party for any reason by giving the other party written confirmation of such termination. The minimum notice period applicable for termination in these circumstances is as follows:
  - i. Termination by the Employee – 1 week notice
  - ii. Termination by Emrill – 1 day notice.

**10. TERMINATION**

- a. Following successful completion of the probation period, the Contract of Employment can be terminated by the Employee for any reason by giving the other party written confirmation of such termination. The minimum notice period applicable for termination in these circumstances is set out in *SCHEDULE 1*.

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



- b. The Contract of Employment can be terminated by Emrill for cause or in the event of business restructure by giving the other party written confirmation of such termination. The minimum notice period applicable for termination in these circumstances shall be as per the UAE labour law or as otherwise lawfully agreed between the parties.
- c. Emrill may, at its discretion, elect to pay the Employee cash in lieu of notice in order to effect termination.
- d. In the event that either party terminates the Contract of Employment following the conclusion of the probationary period and within the **first 12 months** following the employment start date, the following will be deducted from your final settlement:
  - i. Any annual leave taken exceeding the actual accrued amount as of the date of termination.
  - ii. A pro rata sum for any actual training costs.
- e. Upon expiry or other termination of this Contract of Employment, you shall hand over to those persons nominated by Emrill, all effects, property or documents (including any copies of such) belonging to Emrill including but not limited to any diaries, notes, records, accounts, notebooks, manuals, correspondence, and any other materials (including computer software and records) whatsoever.

**11. END OF SERVICE BENEFITS**

At the end of your service with the company you will be entitled to end of service benefits calculated and payable in accordance with the UAE Labour Law.

**12. AIR PASSAGE ON TERMINATION**

If you were recruited from outside of the UAE you will, subject to the conditions contained within the UAE Labour Law, be eligible to a single one way economy air ticket from Dubai to the International Airport nearest to your hometown upon termination. Note: In the event of termination under section 120 of the UAE Labour Law or of termination by the Employee, eligibility for this entitlement will be removed.

**13. CONFIDENTIALITY**

Emrill possesses a wide variety of information that is confidential in nature (e.g. concepts, know how, paperwork, computer records, etc.). The information is important to its position in the local and worldwide market place and is a valuable business asset. You shall not at any time, whether during or after your employment with Emrill, disclose, divulge, make public, impart or make use of any information for your own use or for any other purpose other than as directed by or with the consent of Emrill.

**14. NON COMPETE**

- a. For a minimum period of 6 months following termination / expiry of this Contract of Employment, you agree that you shall not directly employ, entice, solicit or invite employment of any Emrill employee.
- b. Unless consent is provided in writing from Emrill, you agree that you shall not accept employment with any Emrill competitor or Emrill client for a period of 6 months following termination / expiry of this Contract of Employment.

**15. CONFLICT OF INTEREST**

- a. You shall declare any perceived, potential or actual conflict of interest to Emrill.

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



- b. Emrill shall be your sole employment and you shall not carry out any personal business for your own financial benefit or for that of other employers either directly or indirectly, in any manner whatsoever.
- c. You shall at all times act in the best interests of Emrill to the best of your ability and shall do nothing to prejudice Emrill or its reputation at any time whether during or after your period of employment.

**16. COMPANY POLICIES**

You will be required at all times to comply with the Emrill's rules, regulations, policies and procedures, including but not limited to all Quality Assurance, Environment, Health and Safety standards for the duration of your employment.

**17. GENERAL**

- a. All employment terms are in accordance with and enforced under the UAE Labour Law. In the event of any conflict between this Contract of Employment and UAE Labour Law, the UAE Labour Law shall take precedence.
- b. In the event that an Employee breaches any term of this Contract of Employment, Emrill reserves it right to consider legal action without further notice to said Employee.

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**For and on behalf of the Employee:** By signing below, I confirm that I have read, understood and accept the terms and conditions set out within this Contract of Employment:

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Please return two original signed copies of this Contract of Employment along with the pre-employment requirements stated in clause number one (1).

---

**For and on behalf of Emrill Services LLC:**

Signature: \_\_\_\_\_  
Name: **Renji Mathew, Head of HR**  
Date: \_\_\_\_\_

Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



Date: 11 March 2019

Ref No. HR/EC/TECH/03/2019

**Name: Manoranjan.G**  
Designation: Trainee Engineer

CC: Payroll  
P/File

Dear Manoranjan.G,

The **Emirates ID card** (also called the National Identity Card) is an identification card issued by the Emirates Identity Authority (EIA) for UAE residents. It is now a legal requirement to acquire an Emirates ID card to process your residence visa and for use in other UAE government services.

Emrill will pay for the cost of processing your visa; however the cost of the Emirates ID card is borne by the employee. Upon joining Emrill, the company will initially pay the charges of **AED 370** for obtaining your Emirates ID which will then be deducted from your salary in monthly instalments until the cost is recovered in full. As per company policy, no individual monthly deduction will exceed 5 days total gross salary per month.

The above process will be repeated for any subsequent renewal(s) of your Emirates ID as necessary.

Kind regards,  
Emrill Services LLC

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**For and on behalf of the Employee:**

By signing below, I confirm that I agree to the above process and confirm my acceptance for the deduction of AED 370 from my monthly salary in instalments for the processing of my Emirates

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return an original signed copy of this letter.

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Employee Name \_\_\_\_\_ Employee Initials \_\_\_\_\_



Mr.R.Satheesh EEE Department <satheesh-eee@saranathan.ac.in>

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## Offer Letter - X Merlin Antonita - Vagus Technologies

1 message

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**Merlin Antonita** <merlinantonita4598@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Sat, May 23, 2020 at 9:54 AM

Hi Sir,  
As requested, Herewith I have attached my offer letter.  
Kindly let me know if you need anything.

Thanks and Regards  
Merlin Antonita

---

 **Offer.pdf**  
56K

Offer Date 10-Jun-2019

**Ms. Merlin Antonita X**  
D/o Xavier Paralogaraj  
10/191, First Main Road, Ponnagar  
Tiruchirappalli-620001  
Tamil Nadu,India

Dear Merlin Antonita X,

Further to the interview we had with you, we take the pleasure of extending an offer to you in our Company as **“Trainee – Direct Client IT Recruiter”** with a CTC of **Rs. 1,26,000/-per annum (Rupees One Lakh Twenty Six Thousand only)**. Based on your performance you will be subjected to an appraisal on a yearly basis.

All other terms and conditions will be part of your Appointment Letter.

We look forward to your joining duly with us on **10-Jun-2019 (Monday)** at our Trichy Office. Your reporting time will be **6.30 PM** (IST).

Please note that this offer will automatically stand withdrawn if you fail to report on or before **13-Jun-2019 (Thursday)** or if you fail to provide the documents mentioned below.

When you are reporting, you are advised to bring all originals along with one photocopy of the following documents for verification.

1. School leaving certificate for proof of date of birth.
2. Degree certificates / course completion certificates.
3. Address proof (AADHAAR is mandatory).
4. Relieving order/Experience certificate
5. 6 Color photos
6. Pan Card

Best wishes,

For Vagus Technologies Pvt. Ltd.,  
**Human Resources Department**

**Please acknowledge this email as your acceptance with Vagus Technologies Pvt. Ltd. as “Trainee – Direct Client IT Recruiter”**





**Date: 25.03.2019**

Dear **Mohamed Asif**,

**Sub: Provisional Selection Letter**

Congratulations! We are pleased to inform you that you have successfully cleared the initial selection process.

The confirmation letter which will be provided to you at the time of joining will contain the complete terms of your employment and benefits of the position for which you have been provisionally selected.

Kindly note that your provisional selection for different IT based positions such Associate Technical Engineer, IT Technical Coordinator, IT Helpdesk Engineer, Desktop Engineer etc. will require you to fulfill the academic qualification and the complete attendance of the self-paid training provided by the authorized CMS Talent Development Center. Upon the successful completion of the training, there will be the final round of the interviews with CMS Talent Development Center clients, where you will be mapped to an appropriate job roles at the specific locations.

CMS Talent Development Center (TDC) is the Information Technology training division founded in 1993 and associated with Trinity Academy for Corporate Training Limited (TACT Ltd.). With 25 years of track record, we are ranked among the best hardware, networking, and software training institute in the country.

We are the alliance partner of Microsoft, Red Hat, Quint, Oracle and we offer globally accepted certifications from these alliances.

With a strong nationwide network of over 40+ training Centers, well-equipped to train students and professionals. In the last one and a half decades, over three million students and working professionals have benefitted from our training network. More than 80% of our students are placed with top IT recruiters of the country.

Our proficiency lies in identifying your talent, understanding your aptitude, analysing your needs and nurturing you to reach the zenith of technical excellence. Our alumni have been promoted from junior executives to team leaders, project heads and management professionals over the years.

Yours sincerely,

CMS Talent Development Center

**Terms & Conditions: -**

1. The provisional letter of selection is subject to your successful completion of all curricular requirements as laid down by the University / Institution for award of the degree /diploma and the requirements, including aggregate marks etc., & a successful completion of the training from the authorized CMS Talent Development Center.
2. Date of Reporting & Location will be conveyed after attending the final rounds of the interview post successful completion of the training and will be intimated through email to you & your TPO.
3. You should be willing to relocate in Mumbai or Project location across India.
4. You will be charged a Non-Refundable Deposit of Rs.20,000/- + Taxes for training. The payment has to be done by Demand Draft favoring “Trinity Academy for Corporate Training Limited”
5. Company will not be responsible for Travel, Food & Accommodation.
6. Based on Training performance & Final Interview , Offer Letter & Salary will be finalized
7. Salary Range (CTC) will be between Rs. 1,08,000/- p.a. to Rs. 1,44,000/- p.a.
8. Project Name, location & remuneration will be decided on Project deployment
9. This is merely a provisional selection letter based on campus interview.

**Acceptance of Selection Letter**

**Read & Accept all the above Terms & Conditions**

**Name :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_



HRD/3T/19-20/12718094

Mr. Mohammed Faisal  
Candidate ID: 12718094  
No.26, Pitchaimmal Nagar,  
Khajamalai,  
Tiruchirapalli - 620023  
Tamil Nadu  
India  
Ph: (91) 99943 52343

October 17, 2019

Dear Mohammed,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

HRD/3T/19-20/12718094

October 17, 2019

Mr. Mohammed Faisal  
Candidate ID: 12718094  
No.26, Pitchaimmal Nagar,  
Khajamalai,  
Tiruchirapalli - 620023  
Tamil Nadu  
India  
Ph: (91) 99943 52343

Dear Mohammed,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **November 11, 2019**.

### **Location**

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_                      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)



**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Mohammed Faisal
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Mohammed Faisal
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

**Fwd: Fw: Provisional Offer & Pre Employment Medical - reg**

1 message

**Muthu Karuppan** <muthukaruppannachiappan@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Fri, Mar 13, 2020 at 9:35 PM

----- Forwarded message -----

From: <shine.joe@mrfmail.com>  
Date: Mon, 6 May, 2019, 1:24 PM  
Subject: Fw: Provisional Offer & Pre Employment Medical - reg  
To: <muthukaruppannachiappan@gmail.com>  
Cc: <babuji.k@mrfmail.com>, <saju.g@mrfmail.com>

**Dear N. Muthu Karuppan ,**

Greetings from MRF !!!

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are **provisionally selected** for the position of **Engineer-Electrical** at our **Trichy Bias Plant** in **MB1** Grade.

**Now you can resign from your present organisation if employed and Please let us know your earliest date to join us.**

**(It is mandatory to submit original relieving letter form your present employer at the time of Joining)**

**Your offered CTC is Rs. 4,67,695/- P.A . (with a Basic of Rs. 6,100/-pm).** Kindly send us your acceptance of the Provisional offer by sending a reply to this mail. You will get detailed appointment letter once you join us.

As this offer is subject to your being found medically fit, you are requested to undergo medical tests as specified in the enclosed list in a reputed laboratory of your choice and thereafter to obtain a medical fitness certificate from a Registered Medical Practitioner who is an MD in General Medicine. The medical certificate together with all the medical test reports should be sent to us immediately to the address given below. (You need not have to send the X-ray copy and original Bills while sending the medical report).

**The report should reach us latest by 08.05.2019. Please take a photocopy of all the medical reports before sending the originals through courier.**

**Mr.Babuji K**  
**MRF LTD**  
**Tarapore Towers, 8th Floor,**  
**826, Anna Salai,**  
**Chennai - 600002**

We will be reimbursing the expenses of this medical test on your joining **(Kindly note that the limit for the medical test expense is Rs. 3500/- , if you have any clarification please email to the undersigned.)**

**Also please confirm if you can join us on 13th May in Chennai for Induction?**

With regards  
Shine

Disclaimer: This communication (including any attachments) is for the use of the intended recipient(s) only and may contain information that is confidential, privileged or otherwise legally protected. Any unauthorized use or dissemination of this communication is prohibited. If you have received this communication in error, please immediately notify the sender by return e-mail message and delete all copies of the original communication. Thank you for your cooperation.

**S NANDA SANTHANAM**  
**A-19 ISHWARYA GARDEN 156,**  
**MADURAI MAIN ROAD EDAMALIPATTIPUDUR,**  
**KRISHNAPURAM TRICHY 12,**  
**TRICHY, TAMILNADU 620012**

**Dear Nanda,**

We have pleasure in offering you appointment in Mahindra & Mahindra Ltd. as a Graduate Engineer Trainee (GET).

This offer of Training is subject to your satisfying the following:

- a. Your written undertaking to join, not later than **19-Aug-2019**.
- b. Self- Medical Declaration Form, and
- c. Submission of all your necessary certificates and documents in respect of educational and professional qualifications, proof of age and project experience, as per the requirements of the Company.
- d. Subject to you passing your graduation without any backlogs before the date of joining.

This appointment will commence from the date on which you join the Company.

The terms and conditions of employment shall be as under:

- 1 During the one year training you will receive emoluments/allowances as per the attached Annexure.
- 2 Performance pay will be paid as per company policy only after completion of one year of service as a confirmed employee.
- 3 The age of superannuation will be sixty years (On the strength of the bio-data submitted by you, we have recorded your date of birth as **02-Sep-1997**).
- 4 With effect from the date of commencement of your training, you are required to become a member of the Mahindra & Mahindra Limited Staff Provident Fund.
- 5 You are liable to be placed for service at our discretion at any of the Company's establishments/departments/divisions anywhere in India as also the Associate Companies, JV's and subsidiary Companies of Mahindra & Mahindra Ltd.
- 6 You will undergo training for a period of twelve months. However, this training period could be curtailed or extended at the discretion of the Company. Completion of twelve months of training does not entitle you or result in automatic confirmation, unless confirmed in writing.
- 7 Trainees will be entitled to 20 days Exigency Leave on pro-rata basis (inclusive of plant shutdown days which is applicable for Trainees at plant location.) Accumulated leave cannot be encashed or carried forward at the end of the training period.
- 8 Gratuity/Provident Fund/ Superannuation will be applicable as per the rules of the Company.
- 9
  - a) The Company will be at liberty to terminate your services with 1 month notice or by paying you 1 month salary, including allowances, in lieu of notice. In the event the Company decides to pay you 1 month salary in lieu of notice, the Company will be at liberty to call upon you not to take up any alternate employment for the period of 1 month. The Company will also be at liberty to call upon you not to report for work, though you would be on the rolls of the Company for the said period and you would be paid your salary as per your contract, as if you were on duty.
  - b) In the event you choose to resign from the services of the Company, you will be required to serve for the period of notice of 1 month. The Company, however, will be at liberty to call upon you not to report for work or even take up any alternate employment during this period, which will be at the sole discretion of the Company. The Company will also be at liberty to pay you 1 month notice wages in lieu of notice. However, it will be impermissible for you to waive the shortfall in the notice period by buying the said shortfall period in lieu thereof.
- 10 You shall not be entitled to adjust your notice period against any leaves, if any, standing to your credit.

11 Further, on confirmation :

- a) You will be entitled to Privilege Leave, as per the rules thereof;
  - b) Medical Benefits, for self and family will be applicable as per the rules of the Company.
  - c) The Company will be at liberty to terminate your services with three months' notice or by paying you three months salary, including allowances, in lieu of notice. In the event the Company decides to pay you three months' salary in lieu of notice, the Company will be at liberty to call upon you not to take up any alternate employment for the period of three months. The Company will also be at liberty to call upon you not to report for work, though you would be on the rolls of the Company for the said period and you would be paid your salary as per your contract, as if you were on duty.
  - d) In the event you choose to resign from the services of the Company, you will be required to serve for the period of notice of three months. The Company, however, will be at liberty to call upon you not to report for work or even take up any alternate employment during this period, which will be at the sole discretion of the Company. The Company will also be at liberty to pay you three months' notice wages in lieu of notice. However, it will be impermissible for you to waive the shortfall in the notice period by buying the said shortfall period in lieu thereof.
  - e) You shall not be entitled to adjust your notice period against privilege leave, if any, standing to your credit.
- 12 So long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorised person within or outside the Company, nor will you unauthorisedly use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.
- 13 You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorisedly through any medium including social networking networks/ public sites, nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorised person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.
- 14 You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, electronic data storage device etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise.
- 15 In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, also during your employment with the Company, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual/firm/institute/body corporate, etc., whether for any consideration or not.
- 16 You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in service of this Company you will not work for any person or Company in any capacity either for any consideration or otherwise, nor do any private business without obtaining prior permission of the Company in writing.
- 17 You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make, solely or jointly with others, in the course of your employment with the Company relating to any or all systems, services and products manufactured or marketed or leased or developed. You will perform all necessary acts and execute such documents in such format as may be required by the Company, without expense to you, which in the judgment of the Company or its Attorneys may be necessary or desirable to secure to the Company full right title and interest in the IPRs.
- 18 The Company shall at all times have the right to access and monitor all e-mails created, sent / received or stored by you using Company facility and on Company's system at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times.
- 19 You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever.

- 20 You shall, on ceasing to be the employee of the Company, forthwith return all Company properties, movable and immovable, including, without limitation, all Company information, files, reports, memoranda, software, credit cards, door and file keys, computer access codes and such other property which you received or in possession or prepared in connection with your employment with the Company.
- 21 Any joining expenses reimbursed or any payment made to you while joining by the Company will be recovered in the event you leave the organization within two years of joining.
- 22 You will be subject to all rules, regulations and policies of the Company, which may be in force from time to time.
- 23 On successful completion of training you will be paid a onetime **Special Pay** amount of **52,000 /- (Rupees Fifty Two Thousand Only)**.

Please return the duplicate of this letter, duly signed in token of your acceptance by **18-Jul-2019** of the above mentioned terms and conditions of this employment.

We wish you a long and fruitful career with us.

With Regards,

**Yours Sincerely,  
For MAHINDRA & MAHINDRA LIMITED**



**Samson Jose  
Human Resources**

If the above conditions are not satisfied/fulfilled on or before **19-Aug-2019**, this letter of appointment will become null and void and will stand cancelled.

Accepted:  
(Name & Signature of Candidate)

\_\_\_\_\_  
\_\_\_\_\_

CC : Accounts  
CC: CIS / ER & D/ER  
CC: Human Resources / MIBS  
CC: PF Section

<b>Name</b>	<b>S NANDA SANTHANAM</b>	
<b>CTC</b>	<b>650000</b>	
<b>Sector</b>		
<b>Business Unit</b>	<b>PRODUCT DEVELOPMENT</b>	
<b>Location</b>		
<b>Band</b>	<b>GET</b>	
	<b>ANNUAL</b>	<b>MONTHLY</b>
Basic	15,600	1,300
Ad-hoc Pay	2,60,856	21,738
<b>PF Base</b>	<b>2,76,456</b>	
PF	33,175	
Gratuity*	15,371	
<b>Retirals</b>	<b>48,546</b>	
HRA	165874	13823
Conveyance	19,200	1600
Child Education Allowance	2,400	200
Supplementary Allowance	49,524	4127
<b>Total of Allowances**</b>	<b>2,36,998</b>	
<b>Bonus / Exgratra ##</b>	<b>36,000</b>	<b>3,000</b>
<b>Special Pay</b>	<b>52,000</b>	
<b>CTC</b>	<b>6,50,000</b>	
GROSS PAY P.M.		45,788
The above amount (CTC) does not include reimbursements towards lunch subsidy, medical-domiciliary/hospitalisation and telephone (if any). These reimbursements will be as per Company's policy.		
* Gratuity is considered @ 5.56% of PF base. However, actual amount payable will be as per Company's policy/Payment of Gratuity Act.		
** Total Allowances are not in nature of wages and hence not reckoned for PF, Gratuity etc.		
# The Bonus shall be paid in 12 monthly instalments in advance along with the monthly salary. In case you are covered by the Payment of Bonus Act, 1965 these instalments will be treated as advance towards bonus payable under the Act. If bonus declared under the Act is higher than the aggregate of the monthly instalments paid to you during that accounting year, then the difference will be paid to you as per law.		
ANY COMMITMENT MADE OTHER THAN THE ABOVE WILL BE VALID ONLY IF GIVEN IN WRITING BY THE UNDERSIGNED.		



**Samson Jose**  
Human Resources





**Date: 25.03.2019**

Dear **Naveen Kumar M,**

**Sub: Provisional Selection Letter**

Congratulations! We are pleased to inform you that you have successfully cleared the initial selection process.

The confirmation letter which will be provided to you at the time of joining will contain the complete terms of your employment and benefits of the position for which you have been provisionally selected.

Kindly note that your provisional selection for different IT based positions such Associate Technical Engineer, IT Technical Coordinator, IT Helpdesk Engineer, Desktop Engineer etc. will require you to fulfill the academic qualification and the complete attendance of the self-paid training provided by the authorized CMS Talent Development Center. Upon the successful completion of the training, there will be the final round of the interviews with CMS Talent Development Center clients, where you will be mapped to an appropriate job roles at the specific locations.

CMS Talent Development Center (TDC) is the Information Technology training division founded in 1993 and associated with Trinity Academy for Corporate Training Limited (TACT Ltd.). With 25 years of track record, we are ranked among the best hardware, networking, and software training institute in the country.

We are the alliance partner of Microsoft, Red Hat, Quint, Oracle and we offer globally accepted certifications from these alliances.

With a strong nationwide network of over 40+ training Centers, well-equipped to train students and professionals. In the last one and a half decades, over three million students and working professionals have benefitted from our training network. More than 80% of our students are placed with top IT recruiters of the country.

Our proficiency lies in identifying your talent, understanding your aptitude, analysing your needs and nurturing you to reach the zenith of technical excellence. Our alumni have been promoted from junior executives to team leaders, project heads and management professionals over the years.

Yours sincerely,

CMS Talent Development Center

**Terms & Conditions: -**

1. The provisional letter of selection is subject to your successful completion of all curricular requirements as laid down by the University / Institution for award of the degree /diploma and the requirements, including aggregate marks etc., & a successful completion of the training from the authorized CMS Talent Development Center.
2. Date of Reporting & Location will be conveyed after attending the final rounds of the interview post successful completion of the training and will be intimated through email to you & your TPO.
3. You should be willing to relocate in Mumbai or Project location across India.
4. You will be charged a Non-Refundable Deposit of Rs.20,000/- + Taxes for training. The payment has to be done by Demand Draft favoring “Trinity Academy for Corporate Training Limited”
5. Company will not be responsible for Travel, Food & Accommodation.
6. Based on Training performance & Final Interview , Offer Letter & Salary will be finalized
7. Salary Range (CTC) will be between Rs. 1,08,000/- p.a. to Rs. 1,44,000/- p.a.
8. Project Name, location & remuneration will be decided on Project deployment
9. This is merely a provisional selection letter based on campus interview.

**Acceptance of Selection Letter**

**Read & Accept all the above Terms & Conditions**

**Name :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_



HRD/3T/19-20/12718095

Ms. Nivetha R  
Candidate ID: 12718095  
9/3-11, Agaraharam Street,  
Ariyamangalam, Trichy-10  
Tiruchirapalli - 620010  
Tamil Nadu  
India  
Ph: (91) 94428 68555

April 17, 2019

Dear Nivetha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

HRD/3T/19-20/12718095

April 17, 2019

Ms. Nivetha R  
Candidate ID: 12718095  
9/3-11, Agaraharam Street,  
Ariyamangalam, Trichy-10  
Tiruchirapalli - 620010  
Tamil Nadu  
India  
Ph: (91) 94428 68555

Dear Nivetha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 13, 2019**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

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You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

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You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)



**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Nivetha R
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/ loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/ loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Nivetha R
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





## Fwd: ETHNUS || REGARDING JOINING

1 message

**Parvathi K** <kparvathi121@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Thu, May 2, 2019 at 1:06 PM

----- Forwarded message -----

From: **ETHNUS** <careers@ethnus.com>  
Date: Fri 26 Apr, 2019, 5:30 PM  
Subject: ETHNUS || REGARDING JOINING  
To: Kparvathi <kparvathi121@gmail.com>

Dear K Parvathi,

Greetings from **ETHNUS Consultancy Services Private Limited...!!****Joining Date: 06th May 2019, Monday** failing which the offer stands cancelled.**Address:**# 151/17/1, First & Second Floor, SST Chambers, Sri Sathya Sai Circle, **36th Cross, Jayanagar 5th Block, Bengaluru- 560041****Landmark: BSNL Telephone Exchange.****ETHNUS - Please click here for directions.****Reporting time: 10:00 AM****Kindly carry (Mandatory):**

- Laptop
- Smartphone
- Male - Minimum 4 sets of Formal pants and Formal shirts
- Female - Minimum 4 sets of sarees.

**PG REFERENCES / SUGGESTIONS:****FOR MEN**

- S.N Paying Guest Accommodation  
Near BSNL Office 4th block, Jayanagar Bangalore -560011  
Contact: Yogesh | 9886078619
- Sri Balaji PG  
Near Mogal Darbar hotel, [Swagath Main Road Thilak Nagar Jayanagar Bangalore -560041](#)  
Contact: 9844192801

**FOR LADIES**

- Sneha Paying Guest Accommodation  
#127, Sneha sadan 7th main, opp.maiyas Hotel 4th block Jayanagar, Bangalore-560011  
Contact: Yogesh | 9886078619
- Sri Shakthi Ladies PG  
Near shanthi sagar hotel 23rd main manjunath colony J.P Nagar 2nd Phase  
Contact: 8095482094
- Sumukha PG  
[No 1136, 19th Main, 3rd Cross, Opp J.P.Nagar club, J.P.Nagar 2nd Phase, Bangalore-560076](#)  
Contact:9449275727/9900156897

The below-mentioned documents need to be submitted at the time of joining.

- Age & Address Proof (Driving License, Aadhaar Card) – Photocopy
- ID Proof (PAN Card) – Photocopy
- Marks Cards/ Degree Certificates (10th, 12th, Highest Degree Certificate) – Originals & Photocopy
- 3 Passport size Photographs

For any further clarifications, please contact Mr Narthan Poovanna on +91 - 8296968012

We look forward you to join ETHNUS. We hope this association would be long-lasting and mutually beneficial.

Thanks and Regards,

**HRD | HR Team**HR and Training  
Ethnus - Bangalore**Our Partners**



**Top 100 Technology Startups at Elevate 100 | Empaneled by Ministry of Human Resource Development**

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HRD/3T/19-20/12718054

Ms. Pooja Sri B  
Candidate ID: 12718054  
41, Three Star Block,  
Galaxy Tower Apartment,20,V.O.C Road,Cantonment,  
Tiruchirapalli - 620001  
Tamil Nadu  
India  
Ph: (91) 88257 77905

April 17, 2019

Dear Pooja,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
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HRD/3T/19-20/12718054

April 17, 2019

Ms. Pooja Sri B  
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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Pooja Sri B
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/ loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/ loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Pooja Sri B
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



24-December-2018

**Pradeep Kumar M**  
**PAN: EWZPP5160F**  
**81/B, New Street,**  
**Othakadi, Cantonement,**  
**Trichy 620001**

Dear Pradeep,

Welcome to Zomato!

We are excited to offer you a full-time position as **Sales Manager** in our **Launch team (Online Ordering)** at our **Erode** office. Your starting date will be **02-January-2019** subject to satisfactory verification of your credentials and background verification conducted by Zomato at its sole discretion.

In the event you do not have (a) a valid Permanent Account Number Card (PAN card); and/or (b) Aadhaar Card you should apply for the same at the earliest. In the event you fail to have a valid PAN card, Zomato is required to deduct 20% TDS or such amounts based on the average rate of income--tax at rates in force, whichever is higher, from your compensation as per the Indian Income Tax Act, 1961.

Principle terms of your employment with Zomato are as follows:

- a) **Compensation:** Your annual compensation will be **INR 580,000 (Rupees Five Lakhs Eighty Thousand only)**, subject to tax deductions at source, as applicable by law, which shall be paid to you on a monthly basis on the last date of the month, as per the terms of this Employment Agreement. It is clarified that Zomato reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorise Zomato to deduct any amounts from your compensation, which are owed by you to Zomato, including any overpayments, loans or advances outstanding at your end.
- b) **Conduct:**
  - (i) You shall perform all duties and responsibilities assigned to you by Zomato from time to time. You will also comply with all reasonable instructions as may be given by Zomato from time to time.
  - (ii) You shall not engage in activities that would be unsuitable with your capacity, as a representative of Zomato and you shall not act in any manner that would conflict with the interests of Zomato.
  - (iii) You shall ensure that your conduct is in line with Company policies that may be implemented from time to time. You shall, at all times during your employment at Zomato, adhere to the Code of Conduct of Zomato, which may be modified by the Zomato from time to time. Further, while employed with Zomato, you shall not undertake any illegal or unlawful activities.
- c) **Exclusivity:** During your employment, you will not undertake any other employment/ venture of any nature, whatsoever.
- d) **Leaves:** In a calendar year, you are entitled to (i) 15 (fifteen) days of casual leave and 7 (seven) days of sick leave on a pro--rated basis from your start date; or (ii) leave in accordance with applicable leave policy of Zomato. In case of absence for a period of over 3 (three) days without intimation, the days of absence will be deemed to be unpaid leaves and appropriate action would be initiated. In the event that the sick leaves are for more than 5 (five) days at a stretch, you will be required to provide a medical certificate from a Government authorized local hospital or doctor, with regard to your health.
- e) **Probation Period:** The nature of your employment is Permanent, however, you will be on probation for 90 (ninety) days ("**Probation Period**"). We recommend you do not take leaves during the probation period since they would be deemed to be leaves without pay. Zomato reserves the right to extend your Probation Period at its discretion. Unless your manager or HR informs you otherwise, your position will become permanent at the end of your probation period.

- f) **Travel:** During your employment, you may be expected to travel or work out of an alternate city where Zomato has an office.
- g) **Compliance:** You shall undertake to read and remain in compliance with Zomato's internal policies and procedures (as implemented from time to time) throughout the term of your employment.
- h) **Performance Reviews:** Zomato shall conduct a performance review of your work on an annual basis or within such intervals as may be determined by Zomato from time to time.
- i) **Termination:** During the Probation Period, your services can be terminated at the sole discretion of Zomato without stating the cause for such termination. In the event of such termination, Zomato will either provide you 1 (one) week notice or payment in lieu thereof (notice pay), subject to completion of exit formalities by you. If the termination is initiated on grounds of ethical misconduct, Zomato reserves the right to hold back the notice pay and/or your salary. Similarly, during the Probation Period, you may terminate your services with Zomato by providing 1 (one) week written notice failing which Zomato reserves the right to withhold and/or deduct money equal to your 1 (one) week's pay.

Post your Probation Period, you or Zomato may terminate your employment by providing one month's written notice or pay in lieu thereof. If the termination is initiated on grounds of ethical misconduct, Zomato reserves the right to hold back the notice pay and/or your salary. Notwithstanding anything to the contrary herein set out Zomato reserves the right to forthwith terminate your employment, at its sole discretion and without pay, where you are in material breach of your employment terms and/ or Zomato internal policies or on grounds of any willful misconduct or misbehaviour. In such circumstances, Zomato shall not be liable to pay any compensation to you.

- j) **Confidentiality:** You undertake to perform your service at Zomato with trust and confidence. During your employment, you will be privileged with confidential information about Zomato. You agree that you shall not, except as may be required to perform your duties or by applicable law, disclose to others or use, directly or indirectly any Confidential Information (defined below) and you will use discretion and good faith in what you do disclose that may not be specifically defined as Confidential Information hereunder. "Confidential Information" shall mean any confidential and/ or proprietary information of Zomato disclosed to and/ or obtained by you on behalf of Zomato whether or not in relation to the scope of your employment, either directly or indirectly, in writing or orally or as contained in tangible or fungible form.
- k) **Non--Compete:** During your employment with Zomato and for a period of 6 (six) months thereafter, you shall not seek employment with any organization that is directly or indirectly engaged in same/ similar business activities as Zomato. Further, you yourself shall not, directly or indirectly, enter into business activities that are similar to those undertaken by Zomato.
- l) **Non Solicit:** During your employment with Zomato and for a period of 12 (twelve) months thereafter you shall not (as the case may be), directly or indirectly (i) entice any employee to leave their employment with Zomato; (ii) solicit them for employment opportunities with third parties; (iii) solicit or entice in any manner, directly or indirectly any customers, agents, vendors, users, clients of Zomato.
- m) **Gratuity:** You shall be entitled to avail gratuity benefits as per the Gratuity Act, 1972 and as per Zomato's Gratuity Policy.
- n) **Full Disclosure:** You will disclose to Zomato in writing, any ongoing contractual obligations prior accepting this employment letter, including but not limited to any professional contracts, employment contracts, governmental engagements with any third party, freelance projects or volunteer work.
- o) **Right to hold personal data:** As a part of the conditions of your employment, you hereby grant Zomato permission to collect, retain and process information about yourself, such as age, sex, and ethnic origin. The information will be used by Zomato to monitor Zomato's compliance with applicable laws and best industry practices in terms of equal opportunities and non-discrimination. Should your personal circumstances change, you must notify Zomato immediately.
- p) **Return of Company Assets:** Upon termination of your employment (however it arises) with Zomato, you are obligated to forthwith return all assets of Zomato within your possession (without any loss or damage), failing which Zomato reserves the right to take appropriate legal action against you and recover the cost for such damage or loss from any pending compensation due to you from Zomato.
- q) **Zomato's Proprietary Right:** You agree to promptly and fully inform and disclose to Zomato all inventions,

designs, ideas, improvements and discoveries, whether or not completed, that you, working by yourself or with others, made, created, conceived or found during the course of your employment with Zomato, whether or not conceived during regular working hours at Zomato or at Zomato's premises. You agree and acknowledge that Zomato is the sole owner of all inventions, designs, ideas, improvements and discoveries described under this clause and you agree that all such inventions, designs, ideas, improvements and discoveries created by you shall be regarded as having been made under a contract of service and you hereby transfer and assign in favour of Zomato, all rights, title and interest in and to all such inventions, designs, ideas, improvements and discoveries, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties and you agree that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if Zomato does not exercise the rights under the assignment within a period of one year from the date of assignment. You further acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree that all applications or requests for patents, trademarks, copyrights or other such protection will be made only in Zomato's name. In addition, you agree to assist Zomato in obtaining patents or such other protections on all such inventions, designs, ideas, rights or other trade protection that may be available to Zomato. You agree to execute all documents and do all things necessary to obtain inventions, designs, ideas, improvements and discoveries. You will rescind your moral rights over the inventions as well.

- r) **Notices:** Unless otherwise stated, notices to be given to either party, shall be in writing and shall be given by hand delivery, or by recognized international courier, mail, electronic mail, telex or facsimile transmission and delivered or transmitted to the Parties at their respective addresses set forth below:

If to **Zomato:**

**Zomato Media Private Limited**  
**GF-12A, 94, Meghdoot, Nehru**  
**Place, New Delhi – 110019**  
**Email: hr@zomato.com**

If to the **Employee:**

**Pradeep Kumar M**  
**81/B, New Street,**  
**Othakadi, Cantonement,**  
**Trichy 620001**  
**pradee765@gmail.com**

- s) **Dispute Resolution and Governing Law:** Parties shall endeavour to amicably resolve all disputes arising hereunder. Thereafter, parties may refer the matter to arbitration in accordance with the terms of the Arbitration and Conciliation Act, 1996 for proceedings carried out by a court-appointed arbitrator. The courts at New Delhi shall have the exclusive jurisdiction to preside on matters arising hereunder.
- t) **Survival of Covenants:** All restrictive covenants contained in this employment letter shall survive the termination of your employment at Zomato.

If the foregoing terms and conditions are acceptable to you, please confirm this in writing indicating understanding and acceptance of the terms and conditions in this employment letter, which should be signed by you and returned to us. In the event that any signature is delivered by e--mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such ".pdf" signature page were an original thereof.

We are delighted to welcome you to our organization and wish you a great career with us!

**For & on behalf of Zomato Media Private Limited**

*Ashish Kumar*

**Authorised Signatory**

Acceptance:

I have read the principal terms of my employment with Zomato and confirm my acceptance of the aforementioned terms. I hereby also declare that I will abide by the Code of Conduct outlined by Zomato at all times during my employment with Zomato.

Name:

Signature:





HRD/3T/19-20/12718096

Mr. Pradeep Raaj K  
Candidate ID: 12718096  
4/31, Ganesapuram,  
Kailasapuram Post,  
Tiruchirapalli - 620014  
Tamil Nadu  
India  
Ph: (91) 99524 66401

April 24, 2019

Dear Pradeep Raaj,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

HRD/3T/19-20/12718096

April 24, 2019

Mr. Pradeep Raaj K  
Candidate ID: 12718096  
4/31, Ganesapuram,  
Kailasapuram Post,  
Tiruchirapalli - 620014  
Tamil Nadu  
India  
Ph: (91) 99524 66401

Dear Pradeep Raaj,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 20, 2019**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

## **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## **Notice period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## **Background checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Pradeep Raaj K
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/ loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/ loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Pradeep Raaj K
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				







Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

**Fwd: ETHNUS || JOINING LETTER**

1 message

**Prasanth P** <prasanthkumar24.pk@gmail.com>  
 To: satheesh-eee@saranathan.ac.in  
 Cc: online.elango@gmail.com

Wed, Apr 24, 2019 at 8:58 PM

----- Forwarded message -----

From: **ETHNUS** <careers@ethnus.com>  
 Date: Wed, Apr 24, 2019, 2:14 PM  
 Subject: ETHNUS || JOINING LETTER  
 To: Prasanthkumar24 Pk <prasanthkumar24.pk@gmail.com>

Dear P Prasanth ,

Congratulations!

We are pleased to inform that you have been selected for the post of "TYRO-L1" for our  
 At the outset, we wish to release this confirmation letter for selection, subject to the below terms and conditions.

- Your date of joining will be **Monday, 06th May 2019**, failing which the offer stands cancelled.
- You will be eligible for a salary package of Rs. 2,26,000/- (Two Lakh Twenty Six Thousand Only) per annum. This represents the total cost of employment to the company.
- A detailed letter of employment with ETHNUS outlining the break-up of your salary would be given to you at the time of joining.
- The confirmation of your employment with ETHNUS is subject to your antecedents being verified as correct and your performance during the probation period of 04 months.
- Employment Agreement period of 24 months shall be applicable.

Please acknowledge the receipt and acceptance of this offer mail by responding to the same on or before **Sunday, 28th April 2019**, end of the day.

The below-mentioned documents need to be submitted at the time of joining

- Age & Address Proof – Photocopy
- ID Proof – Photocopy
- Marks Cards/ Degree Certificates (10th, 12th, Highest Degree Certificate) – Originals & Photocopy
- 3 Passport size photograph

Note: Response to this Email only shall be considered as a formal acceptance of the offer given.

For any further clarifications, please contact Mr Narthan Poovanna on +91- 8296968012.

We look forward to you to join ETHNUS. We hope this association would be long-lasting and mutually beneficial.

Thanks and Regards,



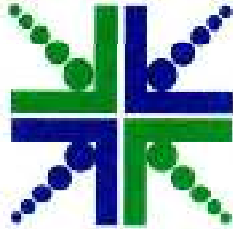
**HRD | HR Team**  
 HR and Training  
 Ethnus - Bangalore

**Our Partners****NASSCOM****Top 100 Technology Startups at Elevate 100 | Empaneled by Ministry of Human Resource Development**

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# e-con Systems India Private Limited

RISHABH INFO PARK, RR Tower IV, 7th Floor, Super A-16 & A-17,  
Thiru-Vi-Ka Industrial Estate, Guindy, Chennai - 600 032, India.  
Ph : +91-44-4010 5500 Fax : +91-44-4010 5556  
www.e-consystems.com

## OFFER LETTER

e-con/HR/OL/2019,015

03<sup>rd</sup> April, 2019

**S. PRASANTHINI**

Saranathan College Of Engineering  
Electrical and Electronics Engineering

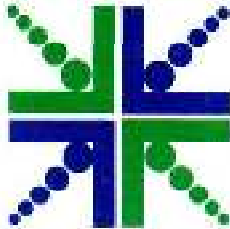
**Dear Ms. S. PRASANTHINI**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Project Engineer Trainee** in our company on the following terms and conditions:

1. Your Annual Cost to the Company shall be **Rs. 3,60,000/-** (Rupees Three Lakhs and Sixty Thousand only). A detailed breakup on the Cost to the company shall be provided on your confirmation.  
  
You will be under Probation for a period of **Six months** from the date of joining duty and your services will be confirmed, if your work and conduct are found to be up to the expectations of the management.
2. You are required to join on or before **05<sup>th</sup> May 2019** failing which, this offer becomes invalid.
3. During Probation Period you will be eligible for one day leave for every month and after confirmation your leave eligibility will be as per the company's leave policy.
4. During Probation period if you are absent for more than **two continuous days** without any intimation to your immediate head, your services will be terminated without any notice.
5. Working days will be **Five days (Monday to Friday)** in a week; **Saturday & Sunday** will be a Weekly Holiday. This is subject to any change that may come into force in future.
6. You will be required to execute Confidentiality Agreement, Terms and Conditions of Employment, Code of Conduct and such other documents/undertakings/agreements as may be required by e-con Systems from time to time.
7. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc., which will be a result of your working in **e-con Systems** or its associates, or its customers, or which you may come to know in the course of your training/employment period, more specifically in relation to the engineering or technology used or adopted by **e-con Systems**, shall be the property of **e-con Systems**. You shall treat the above information or data in connection with any work done in **e-con Systems** in strict confidence. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.

Name of the Employee: **S. PRASANTHINI**

Signature: \_\_\_\_\_



# e-con Systems India Private Limited

RISHABH INFO PARK, RR Tower IV, 7th Floor, Super A-16 & A-17,  
Thiru-Vi-Ka Industrial Estate, Guindy, Chennai - 600 032, India.  
Ph : +91-44-4010 5500 Fax : +91-44-4010 5558  
www.e-consystems.com

8. All information, papers, correspondence, etc., pertaining to e-con Systems business activities, commercial, technical or otherwise coming into your possession in the course of your training period shall be treated with strict confidence.
9. During your Probation period with e-con Systems, you will be governed by the Service Rules and regulations of e-con Systems currently in force or as introduced/implemented from time to time.
10. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with e-con Systems shall stand terminated/cancelled without any notice.
11. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation.
12. You will be eligible for Gratuity, on separation after Four years of continuous service, payable as per Payment of Gratuity Act 1972.
13. This employment may be terminated by either party giving **three months** prior notice to the other party. During the notice period you will be discharging your duties in your capacity and eligible for salary and other emoluments as a regular full time employee. In the event of termination by e-con Systems, the company can either provide a notice of 3months or relieve earlier with the due notice pay.

Upon your resignation and your request for relieving from the services without serving the stipulated notice period, e-con Systems reserves the right to release you, prior to the conclusion of your notice period. However in such case, the notice pay in lieu of the balance notice period is acceptable, only on the approval of your reporting manager.

Please Sign the copy of this letter and return the same as token of your acceptance for the terms and conditions detailed in the letter.

On the day of your joining, please submit the following:

- Photocopies of educational certificates, proof of identity and address.
- Relieving letter from previous employer and last three months' salary slip, if any
- 2 color Photographs, stamp size and 2 color photographs, passport size

Wishing you a rewarding career with e-con Systems and welcoming you to our Pursuit of Excellence.

Yours sincerely,

for e-con Systems India Pvt. Ltd.

Archana Rajamunickam  
Manager – Human Resource

Name of the Employee: S. PRASANTHINI

Signature: \_\_\_\_\_

26-Feb-2019

Dear Prince Thomson,  
B.Tech/B.E., Electronics and Electrical Engineering  
Saranathan College of Engineering

Candidate ID – 12996386

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu

**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

## Annexure A

<b>Name:</b> Prince Thomson	<b>Designation:</b> Programmer Analyst Trainee
-----------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*

Date : 07/08/2019

Mr. / Ms. **Princy Smitha**

Employee Code : **V5E16500**

### **Sub: Appointment Letter**

Dear Mr. / Ms. **Princy Smitha** ,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Processor Trainee - Medical Billing** with effect from **29-07-2019** in our organization based in **Vee5**, on the following terms and conditions:

Your Cost to Company will be **Rs.120000/-per annum (One Lakh's Twenty Thousand Only)** and a detailed salary break up is as per the Annexure - A

Please go through the HR Policies of the Company governing your employment. Other terms and conditions relating to your appointment are enclosed herein.

If the above terms and conditions are acceptable to you, we request you to sign and return to us the duplicate copy of this letter as a token of acceptance.

We look forward to a long and mutually beneficial relationship with you.

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2225 5577

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 18th Cross, 8th Main Road, R Nagar, Bangalore – 560 098, Tel: +91 98325 79003

**Salem SEZ:** Plot No.14, IT/ITES ELCOOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Annampalayam Village, Suramangalam SRO, Salem Tel: +91 427 234029

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thoraipakkam - 600 097, Tel:+91 044 2433 1235

**USA: New York:** 459 Fifth Avenue, 18th Floor, New York, NY 10017, Tel: 646 837 0837

## Terms & Conditions:-

### Probation

1. You will be on probation for a period of six months commencing from your date of joining the Company. If performance is not satisfactory your probation period may be extended. At the end of your probation your services will be confirmed based on confirmation assessment by the management. During the probation period either party may terminate this agreement by giving the other party **30 Days** notice and without assigning any reason.
2. Management is under no obligation to offer you employment after the completion of your probation period. However, upon successful completion of your 6 months Probationary you will be confirmed as applicable to any other employees.

### Notice Period

3. After confirmation either party by stating their intention to do so, in writing, may terminate this employment at any time, provided that at least **30 Days** notice or salary in lieu thereof has been given. However Company will have absolute discretion to waive off the notice period. In the event that you are in the middle of an assignment, the Company may require you to complete all operation parts of the assignment, as determined by the Company before agreeing to your release.
4. In such circumstances you will be required to return all documents and property belonging to the Company before your last working day in order to obtain release from the Company. You are also specifically restrained from keeping copies or extracts of any of the Company or client's document with you, after your release from the services of the Company, except with specific written permission.

### Date of Birth

5. The date of birth declared by you is **08-10-1997** and you will be bound by such date of birth in all service matters related with the Company.

### Retirement Age

6. You will retire from the services of the Company on attaining the age of 60 years.

### Retirement / Separation Benefits

7. You will be entitled to provident fund and gratuity as per the Company's rules.

### Non-Disclosure and Confidentiality

8. You shall sign a Non -Disclosure Agreement and this NDA is applicable during your employment and for a period of two (2) yrs after the employment period. This order is to be read in conjuncture with the NDA that you have read, understood, accepted & acknowledged.
9. During your employment period, you shall not interest or engage yourself in any other business, occupation directly or indirectly without written permission of the Management.
10. You shall not divulge, disclose any time during your probationary period or thereafter, any confidential information regarding the business, know-how, knowledge, secrets, methods, plans etc., of the company. Further, you shall not indulge in any activity which will be considered by the management as detrimental or prejudicial/prudential to the interest of the company or its officers and may bring dis-reputation to the company, failing which may be terminated from services forthwith and suitable action will be initiated.

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**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 18th Cross, 8th Main Road, R Nagar, Bangalore – 560 098, Tel: +91 98325 79003

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**USA: New York:** 489 Fifth Avenue, 18th Floor, New York, NY 10017, Tel: 646 837 0837



### Tenure Commitment

11. You may have to execute a Bond as a part of your long term commitment for about **Eighteen Months**. Once the bond is executed and if not adhered you may have to compensate the Company as per the terms of the Bond or as specified in the NDA.

### Responsibilities during employment period:

12. During your employment, you shall report to your immediate superior as designated by the management unless specified otherwise.
13. During your probation or thereafter, you should furnish/ update/ correct your Permanent/ Residential address. Any change in the address should be intimated to the HR immediately. Even whilst on leave or absence, you will have to communicate your whereabouts to HR or to your immediate Supervisor/ Manager, so that the Company may get in touch with you if and when required.
14. During your employment period, you should perform all the roles & responsibilities faithfully & diligently which are attached to your post as assigned by the management.

### Incentives & Allowance

15. You will be eligible for performance based incentives on regular basis either, monthly or quarterly and please note the incentives are not part of your regular wages and are purely performance driven.
16. Management reserves the rights to revise or modify the incentive components from time to time.
17. Flexi allowance consists of incentive components which may be categorized as daily, monthly, quarterly incentives. Incentives are also termed as Variable pay or variable performance linked pay.

### Verification

18. Your employment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company, your services are liable to be terminated forthwith without any notice or compensation.

### Non-Competition

19. During the employment and for a period of two (2) years after the employment period, you shall not, without the Company's prior written consent, which consent shall not be unreasonably withheld, directly or indirectly:
  - I. Hire any employee of the company or recruit, solicit or induce, or attempt to induce, any employee or employees' of the company to terminate their employment with, or otherwise cease their relationship with, the company;
  - II. Solicit, divert or take away, or attempt to divert or take away, the business of patronage of any clients, customers or accounts or prospective clients or customers of the company; which were contacted, solicited or served by you while in the employment with the company

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**USA: New York:** 489 Fifth Avenue, 18th Floor, New York, NY 10017, Tel: 646 837 0837

## Transfers

20. You are liable to be transferred from one department/ section to the other, from one job to another of similar skill if an exigency of work is called for.
21. Management reserves its rights to transfer your services to the Head office or any other establishment/ sister/associate concern/branch wherever the interests of the company are involved and you should accept such transfer to any place in your Organization in the state of Karnataka/ anywhere in India, during the Period of probation or thereafter.

## Termination of Employment

22. This offer is subject to you being found medically fit by the company's doctor or any other Registered Medical Practitioner authorized by the Management. Management reserves its right to medically examine you at any time during the course of your employment for drugs or otherwise as per the Company's Drug Policy, as we are a Health Care oriented Organization. In case you are found medically unfit, the Company shall not engage you for training or employment thereafter.
23. During the period of your Probationary/ Employment if you remain absent without sanction of leave for a period of more than 5 consecutive working days or overstay sanctioned leave for three consecutive working days, you shall be deemed to have voluntarily left/ abandoned your Employment by your own act, unless you submit your satisfactory explanation in writing to the Management. The management reserves its right to accept or reject your explanation, in which event you shall repay the entire cost as specified by the management. In case, you are absent without prior approval from the
24. Designated authority for more than 5 days, you will be removed from the services of the company without any further dispute.
25. In case of your termination or resignation, you should hand-over the charge to any other designated authority and obtain the clearance from all the departments concerned. Termination of employment can be due to loss of confidence in you by the management, misconduct of any kind, or any other matters which directly or indirectly affects the Company's Stature or interest. Final settlement will be done only upon the clearance from the respective departments.

## General

26. You shall take good care of and be responsible and accountable for the work assigned to you. It is the responsibility of every employee to handle the machinery, equipment's, and Company materials used by them from time to time.
27. In addition to the above terms and conditions, the company's Standing Orders/Service Rules and Regulations existing will govern you or as may be modified from time to time, at the discretion of the management.
28. The management reserves the right to lay-off with or without compensation or retrenches your services, at its discretion for any reason whatsoever.
29. Employees are provided with subsidized food at our canteen premises.
30. Apart from the above, you will be governed by the standing orders/ service, rules & regulations of the company in force and as modified from time to time.

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**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thoraipakkam - 600 097, Tel:+91 044 2433 1235

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### Annexure - A

Basic	5000
House Rent Allowance	2500
Conveyance Allowance	0
Medical Reimbursement	0
Piece Rate Incentives	238
VPLI	1366
<b>Gross Salary</b>	<b>9104</b>
PT	0
ESI	68
PF	600
Total Employee Contribution	668
<b>Net Salary</b>	<b>8436</b>
ESI Employer	296
PF Employer	600
Total Employer Contribution	896
<b>Monthly CTC</b>	<b>10000</b>
<b>Annual CTC</b>	<b>120000</b>

#### Professional Tax:

Employees are liable to pay the Professional Tax contribution every 6 months once based on their gross earning in that particular months. For the period of April to September PT will be deducted in September Payout. For the period of October to March PT will be deducted in March Payout for TamilNadu.

Yours faithfully,

**for Vee Technologies Private Limited**

**SOUJANYA PRAKASH** Digitally signed by  
SOUJANYA PRAKASH  
Date: 2019.08.07  
17:37:37 +05:30

#### Declaration

I have carefully read and understood the above Offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

**Princy Smitha**

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2225 5577

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 18th Cross, 8th Main Road, R Nagar, Bangalore – 560 098, Tel: +91 98325 79003

**Salem SEZ:** Plot No. 14, IT/ITES ELGOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Annampalayam Village, Suramangalam SRO, Salem Tel: +91 427 234029

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thoraipakkam - 600 097, Tel:+91 044 2433 1235

**USA: New York:** 459 Fifth Avenue, 18th Floor, New York, NY 10017, Tel: 646 837 0837



**Offer: Computer Consultancy**

**Ref: TCSL/DT20195791651/Chennai**

**Date: 19/10/2019**

Ms. Priyadharshini K  
15/1 Venkateshwara Colony,  
Main Road,  
Nagapattinam-609307,  
Tamil Nadu.  
Tel# 91-9842456266

Dear Priyadharshini 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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. 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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**

**TCSL/DT20195791651**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- 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 ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

**TCS Confidential**

**TCSL/DT20195791651**

**TATA CONSULTANCY SERVICES**

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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



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve





months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.



#### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on



the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card



## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Priyadharshini K</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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 / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Nurnber 7, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**S.S Raghavan  
B-43, Meera Nivas,  
West Kandampatti,  
Thirumagal Bypass  
Salem, Tamilnadu 636005**

**Dear Raghavan,**

We have pleasure in offering you appointment in Mahindra & Mahindra Ltd. as a Graduate Engineer Trainee (GET).

This offer of Training is subject to your satisfying the following:

- a. Your written undertaking to join, not later than **19-Aug-2019**.
- b. Self- Medical Declaration Form, and
- c. Submission of all your necessary certificates and documents in respect of educational and professional qualifications, proof of age and project experience, as per the requirements of the Company.
- d. Subject to you passing your graduation without any backlogs before the date of joining.

This appointment will commence from the date on which you join the Company.

The terms and conditions of employment shall be as under:

- 1 During the one year training you will receive emoluments/allowances as per the attached Annexure.
- 2 Performance pay will be paid as per company policy only after completion of one year of service as a confirmed employee.
- 3 The age of superannuation will be sixty years (On the strength of the bio-data submitted by you, we have recorded your date of birth as **27-Jan-1998**).
- 4 With effect from the date of commencement of your training, you are required to become a member of the Mahindra & Mahindra Limited Staff Provident Fund.
- 5 You are liable to be placed for service at our discretion at any of the Company's establishments/departments/divisions anywhere in India as also the Associate Companies, JV's and subsidiary Companies of Mahindra & Mahindra Ltd.
- 6 You will undergo training for a period of twelve months. However, this training period could be curtailed or extended at the discretion of the Company. Completion of twelve months of training does not entitle you or result in automatic confirmation, unless confirmed in writing.
- 7 Trainees will be entitled to 20 days Exigency Leave on pro-rata basis (inclusive of plant shutdown days which is applicable for Trainees at plant location.) Accumulated leave cannot be encashed or carried forward at the end of the training period.
- 8 Gratuity/Provident Fund/ Superannuation will be applicable as per the rules of the Company.
- 9
  - a) The Company will be at liberty to terminate your services with 1 month notice or by paying you 1 month salary, including allowances, in lieu of notice. In the event the Company decides to pay you 1 month salary in lieu of notice, the Company will be at liberty to call upon you not to take up any alternate employment for the period of 1 month. The Company will also be at liberty to call upon you not to report for work, though you would be on the rolls of the Company for the said period and you would be paid your salary as per your contract, as if you were on duty.
  - b) In the event you choose to resign from the services of the Company, you will be required to serve for the period of notice of 1 month. The Company, however, will be at liberty to call upon you not to report for work or even take up any alternate employment during this period, which will be at the sole discretion of the Company. The Company will also be at liberty to pay you 1 month notice wages in lieu of notice. However, it will be impermissible for you to waive the shortfall in the notice period by buying the said shortfall period in lieu thereof.
- 10 You shall not be entitled to adjust your notice period against any leaves, if any, standing to your credit.

11 Further, on confirmation :

- a) You will be entitled to Privilege Leave, as per the rules thereof;
  - b) Medical Benefits, for self and family will be applicable as per the rules of the Company.
  - c) The Company will be at liberty to terminate your services with three months' notice or by paying you three months salary, including allowances, in lieu of notice. In the event the Company decides to pay you three months' salary in lieu of notice, the Company will be at liberty to call upon you not to take up any alternate employment for the period of three months. The Company will also be at liberty to call upon you not to report for work, though you would be on the rolls of the Company for the said period and you would be paid your salary as per your contract, as if you were on duty.
  - d) In the event you choose to resign from the services of the Company, you will be required to serve for the period of notice of three months. The Company, however, will be at liberty to call upon you not to report for work or even take up any alternate employment during this period, which will be at the sole discretion of the Company. The Company will also be at liberty to pay you three months' notice wages in lieu of notice. However, it will be impermissible for you to waive the shortfall in the notice period by buying the said shortfall period in lieu thereof.
  - e) You shall not be entitled to adjust your notice period against privilege leave, if any, standing to your credit.
- 12 So long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorised person within or outside the Company, nor will you unauthorisedly use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.
- 13 You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorisedly through any medium including social networking networks/ public sites, nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorised person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.
- 14 You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, electronic data storage device etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise.
- 15 In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, also during your employment with the Company, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual/firm/institute/body corporate, etc., whether for any consideration or not.
- 16 You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in service of this Company you will not work for any person or Company in any capacity either for any consideration or otherwise, nor do any private business without obtaining prior permission of the Company in writing.
- 17 You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make, solely or jointly with others, in the course of your employment with the Company relating to any or all systems, services and products manufactured or marketed or leased or developed. You will perform all necessary acts and execute such documents in such format as may be required by the Company, without expense to you, which in the judgment of the Company or its Attorneys may be necessary or desirable to secure to the Company full right title and interest in the IPRs.
- 18 The Company shall at all times have the right to access and monitor all e-mails created, sent / received or stored by you using Company facility and on Company's system at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times.
- 19 You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever.

- 20 You shall, on ceasing to be the employee of the Company, forthwith return all Company properties, movable and immovable, including, without limitation, all Company information, files, reports, memoranda, software, credit cards, door and file keys, computer access codes and such other property which you received or in possession or prepared in connection with your employment with the Company.
- 21 Any joining expenses reimbursed or any payment made to you while joining by the Company will be recovered in the event you leave the organization within two years of joining.
- 22 You will be subject to all rules, regulations and policies of the Company, which may be in force from time to time.
- 23 On successful completion of training you will be paid a onetime **Special Pay** amount of **52,000 /- (Rupees Fifty Two Thousand Only)**.

Please return the duplicate of this letter, duly signed in token of your acceptance by **18-Jul-2019** of the above mentioned terms and conditions of this employment.

We wish you a long and fruitful career with us.

With Regards,

**Yours Sincerely,  
For MAHINDRA & MAHINDRA LIMITED**



**Samson Jose  
Human Resources**

If the above conditions are not satisfied/fulfilled on or before **19-Aug-2019**, this letter of appointment will become null and void and will stand cancelled.

Accepted:  
(Name & Signature of Candidate)

\_\_\_\_\_  
\_\_\_\_\_

CC : Accounts  
CC: CIS / ER & D/ER  
CC: Human Resources / MIBS  
CC: PF Section



<b>Name</b>	<b>S.S Raghavan</b>	
<b>CTC</b>	<b>650000</b>	
<b>Sector</b>		
<b>Business Unit</b>	<b>PRODUCT DEVELOPMENT</b>	
<b>Location</b>		
<b>Band</b>	<b>GET</b>	
	<b>ANNUAL</b>	<b>MONTHLY</b>
Basic	15,600	1,300
Ad-hoc Pay	2,60,856	21,738
<b>PF Base</b>	<b>2,76,456</b>	
PF	33,175	
Gratuity*	15,371	
<b>Retirals</b>	<b>48,546</b>	
HRA	165874	13823
Conveyance	19,200	1600
Child Education Allowance	2,400	200
Supplementary Allowance	49,524	4127
<b>Total of Allowances**</b>	<b>2,36,998</b>	
<b>Bonus / Exgratra ##</b>	<b>36,000</b>	3,000
<b>Special Pay</b>	<b>52,000</b>	
<b>CTC</b>	<b>6,50,000</b>	
GROSS PAY P.M.		45,788
The above amount (CTC) does not include reimbursements towards lunch subsidy, medical-domiciliary/hospitalisation and telephone (if any). These reimbursements will be as per Company's policy.		
* Gratuity is considered @ 5.56% of PF base. However, actual amount payable will be as per Company's policy/Payment of Gratuity Act.		
** Total Allowances are not in nature of wages and hence not reckoned for PF, Gratuity etc.		
# The Bonus shall be paid in 12 monthly instalments in advance along with the monthly salary. In case you are covered by the Payment of Bonus Act, 1965 these instalments will be treated as advance towards bonus payable under the Act. If bonus declared under the Act is higher than the aggregate of the monthly instalments paid to you during that accounting year, then the difference will be paid to you as per law.		
ANY COMMITMENT MADE OTHER THAN THE ABOVE WILL BE VALID ONLY IF GIVEN IN WRITING BY THE UNDERSIGNED.		



**Samson Jose**  
Human Resources



## ***BLUEZ INFOMATIC SOLUTIONS***

*2<sup>nd</sup> floor, sathyam plaza,  
Srisai school (opp),  
Miller stop, Tirupur*

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Date: 04-04-2019

Dear **RAHUL MALLYA**,

**Sub: Letter of Appointment**

We are pleased to offer you an appointment in our organization as a **JUNIOR ASSOCIATE**.

You will be on training for an initial period of one month and on probation for a period of six months following successful completion of PT(Project Training). Your transition from trainee to probationer will be based on your appraisal at the end of the period of training.

Salary: **8K-15K/PM**.

Joining date is **May-08-2019**, Location: **Coimbatore**.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

**Please sign and return duplicate copy of this letter in token of your acceptance.**

Yours truly,

A handwritten signature in black ink, appearing to be 'S. Chakraborty', is written over a faint, illegible stamp.

AUTHORIZED SIGNATORY/SEAL

EMPLOYEE SIGNATURE

0421-4331900

EMAIL: [bluezinfomatic@gmail.com](mailto:bluezinfomatic@gmail.com)

**We specialize in:**

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- Finance & Accounting
- Legal
- Logistics
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Date : 07/08/2019

Mr. / Ms. **Ramya prabha Rathinasamy**

Employee Code : **V5E16502**

**Sub: Appointment Letter**

Dear Mr. / Ms. **Ramya prabha Rathinasamy** ,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Processor Trainee - Medical Billing** with effect from **29-07-2019** in our organization based in **Vee5**, on the following terms and conditions:

Your Cost to Company will be **Rs.120000/-per annum (One Lakh's Twenty Thousand Only)** and a detailed salary break up is as per the Annexure - A

Please go through the HR Policies of the Company governing your employment. Other terms and conditions relating to your appointment are enclosed herein.

If the above terms and conditions are acceptable to you, we request you to sign and return to us the duplicate copy of this letter as a token of acceptance.

We look forward to a long and mutually beneficial relationship with you.

**Bangalore:** Sons Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2226 6677

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore – 560 098, Tel: +91 98325 78003

**Salem SEZ:** Plot No:14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village, Suramangalam SRO, Salem Tel: +91 427 234029

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thorapakkam - 600 097, Tel:+91 044 2433 1235

**USA: New York:** 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 646 837 0837

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## Terms & Conditions:-

### Probation

1. You will be on probation for a period of six months commencing from your date of joining the Company. If performance is not satisfactory your probation period may be extended. At the end of your probation your services will be confirmed based on confirmation assessment by the management. During the probation period either party may terminate this agreement by giving the other party **30 Days** notice and without assigning any reason.
2. Management is under no obligation to offer you employment after the completion of your probation period. However, upon successful completion of your 6 months Probationary you will be confirmed as applicable to any other employees.

### Notice Period

3. After confirmation either party by stating their intention to do so, in writing, may terminate this employment at any time, provided that at least **30 Days** notice or salary in lieu thereof has been given. However Company will have absolute discretion to waive off the notice period. In the event that you are in the middle of an assignment, the Company may require you to complete all operation parts of the assignment, as determined by the Company before agreeing to your release.
4. In such circumstances you will be required to return all documents and property belonging to the Company before your last working day in order to obtain release from the Company. You are also specifically restrained from keeping copies or extracts of any of the Company or client's document with you, after your release from the services of the Company, except with specific written permission.

### Date of Birth

5. The date of birth declared by you is **16-03-1998** and you will be bound by such date of birth in all service matters related with the Company.

### Retirement Age

6. You will retire from the services of the Company on attaining the age of 60 years.

### Retirement / Separation Benefits

7. You will be entitled to provident fund and gratuity as per the Company's rules.

### Non-Disclosure and Confidentiality

8. You shall sign a Non-Disclosure Agreement and this NDA is applicable during your employment and for a period of two (2) yrs after the employment period. This order is to be read in conjuncture with the NDA that you have read, understood, accepted & acknowledged.
9. During your employment period, you shall not interest or engage yourself in any other business, occupation directly or indirectly without written permission of the Management.
10. You shall not divulge, disclose any time during your probationary period or thereafter, any confidential information regarding the business, know-how, knowledge, secrets, methods, plans etc., of the company. Further, you shall not indulge in any activity which will be considered by the management as detrimental or prejudicial/prudential to the interest of the company or its officers and may bring dis-reputation to the company, failing which may be terminated from services forthwith and suitable action will be initiated.

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:-91 80 2226 6677

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### Tenure Commitment

11. You may have to execute a Bond as a part of your long term commitment for about **Eighteen Months**. Once the bond is executed and if not adhered you may have to compensate the Company as per the terms of the Bond or as specified in the NDA.

### Responsibilities during employment period:

12. During your employment, you shall report to your immediate superior as designated by the management unless specified otherwise.
13. During your probation or thereafter, you should furnish/ update/ correct your Permanent/ Residential address. Any change in the address should be intimated to the HR immediately. Ever whilst on leave or absence, you will have to communicate your whereabouts to HR or to your immediate Supervisor/ Manager, so that the Company may get in touch with you if and when required.
14. During your employment period, you should perform all the roles & responsibilities faithfully & diligently which are attached to your post as assigned by the management.

### Incentives & Allowance

15. You will be eligible for performance based incentives on regular basis either, monthly or quarterly and please note the incentives are not part of your regular wages and are purely performance driven.
16. Management reserves the rights to revise or modify the incentive components from time to time.
17. Flexi allowance consists of incentive components which may be categorized as daily, monthly, quarterly incentives. Incentives are also termed as Variable pay or variable performance linked pay.

### Verification

18. Your employment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company, your services are liable to be terminated forthwith without any notice or compensation.

### Non-Competition

19. During the employment and for a period of two (2) years after the employment period, you shall not, without the Company's prior written consent, which consent shall not be unreasonably withheld, directly or indirectly:
- Hire any employee of the company or recruit, solicit or induce, or attempt to induce, any employee or employees' of the company to terminate their employment with, or otherwise cease their relationship with, the company;
  - Solicit, divert or take away, or attempt to divert or take away, the business of patronage of any clients, customers or accounts or prospective clients or customers of the company; which were contacted, solicited or served by you while in the employment with the company

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6877

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore - 560 098, Tel: +91 96325 78003

**Salem SEZ:** Plot No:14, IT/ITES ELDOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village, Suramangalam SRO, Salem Tel: +91 427 234028

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### Transfers

20. You are liable to be transferred from one department/ section to the other, from one job to another of similar skill if an exigency of work is called for.
21. Management reserves its rights to transfer your services to the Head office or any other establishment/ sister/associate concern/branch wherever the interests of the company are involved and you should accept such transfer to any place in your Organization in the state of Karnataka/ anywhere in India, during the Period of probation or thereafter.

### Termination of Employment

22. This offer is subject to you being found medically fit by the company's doctor or any other Registered Medical Practitioner authorized by the Management. Management reserves its right to medically examine you at any time during the course of your employment for drugs or otherwise as per the Company's Drug Policy, as we are a Health Care oriented Organization. In case you are found medically unfit, the Company shall not engage you for training or employment thereafter.
23. During the period of your Probationary/ Employment if you remain absent without sanction of leave for a period of more than 5 consecutive working days or overstay sanctioned leave for three consecutive working days, you shall be deemed to have voluntarily left/ abandoned your Employment by your own act, unless you submit your satisfactory explanation in writing to the Management. The management reserves its right to accept or reject your explanation, in which event you shall repay the entire cost as specified by the management. In case, you are absent without prior approval from the
24. Designated authority for more than 5 days, you will be removed from the services of the company without any further dispute.
25. In case of your termination or resignation, you should hand-over the charge to any other designated authority and obtain the clearance from all the departments concerned. Termination of employment can be due to loss of confidence in you by the management, misconduct of any kind, or any other matters which directly or indirectly affects the Company's Stature or interest. Final settlement will be done only upon the clearance from the respective departments.

### General

26. You shall take good care of and be responsible and accountable for the work assigned to you. It is the responsibility of every employee to handle the machinery, equipment's, and Company materials used by them from time to time.
27. In addition to the above terms and conditions, the company's Standing Orders/Service Rules and Regulations existing will govern you or as may be modified from time to time, at the discretion of the management.
28. The management reserves the right to lay-off with or without compensation or retrenches your services, at its discretion for any reason whatsoever.
29. Employees are provided with subsidized food at our canteen premises.
30. Apart from the above, you will be governed by the standing orders/ service, rules & regulations of the company in force and as modified from time to time.

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

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**Annexure - A**

Basic	5000
House Rent Allowance	2500
Conveyance Allowance	0
Medical Reimbursement	0
Piece Rate Incentives	238
VPLI	1366
<b>Gross Salary</b>	<b>9104</b>
PT	0
ESI	68
PF	600
Total Employee Contribution	668
<b>Net Salary</b>	<b>8436</b>
ESI Employer	296
PF Employer	600
Total Employer Contribution	896
<b>Monthly CTC</b>	<b>10000</b>
<b>Annual CTC</b>	<b>120000</b>

**Professional Tax:**

Employees are liable to pay the Professional Tax contribution every 6 months once based on their gross earning in that particular months. For the period of April to September PT will be deducted in September Payout. For the period of October to March PT will be deducted in March Payout for TamilNadu.

Yours faithfully,

**for Vee Technologies Private Limited**

**SOUJANYA PRAKASH**  
Digitally signed by  
SOUJANYA PRAKASH  
Date: 2019.08.07  
17:37:44 +05:30

**Declaration**

I have carefully read and understood the above Offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

**Ramya prabha Rathinasamy**



HRD/3T/19-20/12718098

Ms. Sajitha Nilofer  
Candidate ID: 12718098  
No.22/119, Khanmian Mosque Street,  
Palakkarai,  
Tiruchirapalli - 620008  
Tamil Nadu  
India  
Ph: (91) 96004 43927

April 17, 2019

Dear Sajitha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)



HRD/3T/19-20/12718098

April 17, 2019

Ms. Sajitha Nilofer  
Candidate ID: 12718098  
No.22/119, Khanmian Mosque Street,  
Palakkarai,  
Tiruchirapalli - 620008  
Tamil Nadu  
India  
Ph: (91) 96004 43927

Dear Sajitha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 13, 2019**.

### **Location**

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Sajitha Nilofer
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/ loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/ loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Sajitha Nilofer
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





## PROPELLER TECHNOLOGIES Pvt.Ltd

Formulation of Kid Technopreneurs

Date: 18 / 03 / 2019

Dear SARAVANAN . R,

Propeller Technologies is pleased to extend an offer to you for the position of Developer. We believe you will be an excellent addition to our team and are very much looking forward to having you on board.

As we discussed, you will be eligible to all the company benefits upon conformation.

Your employment with Propeller Technologies is at-will and either party can terminate the employment relationship at any time.

If you choose to accept this job offer, please sign this letter and return it to us at your earliest convenienc. Please note that this offer will expire on March 31<sup>st</sup>.

Please feel free to give me a call if you have any questions.

We look forward to welcoming you to our team!

Sincerely,

**N.Salman**

**Human Resources**

I hereby accept this DEVELOPER position.

Signature : R. Saravanan

Date : 19-03-2019

Tamil Nadu, Kerala, Andhra Pradesh

www.propellertechnologies.in || propellertechs@gmail.com || +91-7338710091, +91-7502006136





## ***BLUEZ INFOMATIC SOLUTIONS***

*2<sup>nd</sup> floor, sathyam plaza,  
Srisai school (opp),  
Miller stop, Tirupur*

---

Date: 04-04-2019

Dear **SHANTHI .L,**

**Sub: Letter of Appointment**

We are pleased to offer you an appointment in our organization as a **JUNIOR ASSOCIATE.**

You will be on training for an initial period of one month and on probation for a period of six months following successful completion of PT(Project Training). Your transition from trainee to probationer will be based on your appraisal at the end of the period of training.

Salary: **8K-15K/PM.**

Joining date is **May-08-2019**, Location: **Coimbatore.**

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

**Please sign and return duplicate copy of this letter in token of your acceptance.**

Yours truly,

A handwritten signature in black ink, appearing to read 'S. Chakraborty', is written over a faint, illegible stamp.

AUTHORIZED SIGNATORY/SEAL

EMPLOYEE SIGNATURE

0421-4331900

EMAIL: [bluezinfomatic@gmail.com](mailto:bluezinfomatic@gmail.com)



**Offer: Computer Consultancy**

**Ref: TCSL/DT20163398535/Chennai**

**Date: 01/10/2018**

Ms. Sindhuroshni Ramamurthy  
D 65 M.S.S Plaza 7 Th Cross Thillainagar,  
Adayar Anadha Bhavan,  
Trichy-620018,  
Tamilnadu.  
Tel# 91-8675718499

Dear Sindhuroshni Ramamurthy,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20163398535**

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- 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 ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

TCS Confidential

TCSL/DT20163398535

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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



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking stating:
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
    - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## **20. Initial Learning Programme (ILP)**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**TCS Confidential**

**TCSL/DT20163398535**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



### **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Sindhuroshni Ramamurthy</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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 Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 – 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## **Confidentiality and IP Terms and Conditions**

### **1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



**Offer: Computer Consultancy**

**Ref: TCSL/DT20184481589/Chennai**

**Date: 01/10/2018**

Mr. Sivasubramanian S  
New No.21,Old No.17a/2Anna Street,  
Ayyappanagar,  
Trichy-620021,  
Tamilnadu.  
Tel# -

Dear Sivasubramanian 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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**

**TCSL/DT20184481589**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- 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 ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

**TCS Confidential**

**TCSL/DT20184481589**

**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



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found





unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking stating:
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
    - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## **20. Initial Learning Programme (ILP)**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**TCS Confidential**

**TCSL/DT20184481589**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



### **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Sivasubramanian S</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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 Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>





## **Confidentiality and IP Terms and Conditions**

### **1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

## **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



HRD/3T/19-20/12718099

Mr. Soorya B  
Candidate ID: 12718099  
19/41,  
Post Office Street, Melakalkandar Kottai  
Tiruchirapalli - 620011  
Tamil Nadu  
India  
Ph: (91) 94429 51097

April 17, 2019

Dear Soorya,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

HRD/3T/19-20/12718099

April 17, 2019

Mr. Soorya B  
Candidate ID: 12718099  
19/41,  
Post Office Street, Melakalkandar Kottai  
Tiruchirapalli - 620011  
Tamil Nadu  
India  
Ph: (91) 94429 51097

Dear Soorya,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 13, 2019**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans



## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Soorya B
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Soorya B
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

## Fwd: Letter of Intent - SRIMATHI S - Ref. No.: 8306819

2 messages

srimathi raj <srimathiraj98@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Fri, Dec 14, 2018 at 9:42 AM

----- Forwarded message -----

From: <careers@wipro.com>  
Date: Thu, 13 Dec 2018, 7:33 pm  
Subject: Letter of Intent - SRIMATHI S - Ref. No.: 8306819  
To: <srimathiraj98@gmail.com>

### Campus - Letter Of Intent

13-Dec-2018

Dear SRIMATHI S,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan(WBP)	5,254
<b>Total Fixed Cash</b>	<b>25,088</b>
PF (Employer Contribution)	1,400
Gratuity	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit(Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**

**Sunil Kalachar**  
**General Manager - Global Campus Head**

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. [www.wipro.com](http://www.wipro.com)

---

**Mr.R.Satheesh EEE Department** <satheesh-eee@saranathan.ac.in>

Thu, Dec 20, 2018 at 3:22 PM

To: "Prof. Iyer Gopal Srinivasan Head, T & P Depart" <tp@saranathan.ac.in>

Sir,

I have forwarded the Wipro-Letter of intent of Srimathi.S (183101).

**R.Satheesh**  
**Assistant Professor/EEE**  
**Saranathan College of Engineering**

[Quoted text hidden]



HRD/3T/19-20/12718056

Ms. Srimati G  
Candidate ID: 12718056  
A4, Navaneethas Cauvery,  
Ammamandapam 2 Nd Street, Srirangam  
Tiruchirapalli - 620006  
Tamil Nadu  
India  
Ph: (91) 77080 68193

April 24, 2019

Dear Srimati,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)





HRD/3T/19-20/12718056

April 24, 2019

Ms. Srimati G  
Candidate ID: 12718056  
A4, Navaneethas Cauvery,  
Ammamandapam 2 Nd Street, Srirangam  
Tiruchirapalli - 620006  
Tamil Nadu  
India  
Ph: (91) 77080 68193

Dear Srimati,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **May 20, 2019**.

### **Location**

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### **Probation and confirmation**

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

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If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

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You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_      \_\_\_\_\_  
Print your name                      Location

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Srimati G
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
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<b>3. RETIRAL BENEFITS</b>	
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<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Srimati G
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIARAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

## Fwd: Letter of Intent - SRINIVASAN SB - Ref. No.: 8235820

2 messages

**SRINIVAS SB** <sbs.venkat@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Fri, Dec 14, 2018 at 9:32 AM

----- Forwarded message -----

From: &lt;careers@wipro.com&gt;

Date: Thu 13 Dec, 2018, 8:06 PM

Subject: Letter of Intent - SRINIVASAN SB - Ref. No.: 8235820

To: &lt;sbs.venkat@gmail.com&gt;

### Campus - Letter Of Intent

13-Dec-2018

Dear SRINIVASAN SB,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan(WBP)	5,254
<b>Total Fixed Cash</b>	<b>25,088</b>
PF (Employer Contribution)	1,400
Gratuity	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit(Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**



**Sunil Kalachar**  
**General Manager - Global Campus Head**

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. [www.wipro.com](http://www.wipro.com)

---

**Mr.R.Satheesh EEE Department** <satheesh-eee@saranathan.ac.in>

Thu, Dec 20, 2018 at 3:23 PM

To: "Prof. Iyer Gopal Srinivasan Head, T & P Depart" <tp@saranathan.ac.in>

Sir,

I have forwarded the Wipro-Letter of intent of Srinivasan.SB (183103)

Regards

**R.Satheesh**

**Assistant Professor/EEE**

**Saranathan College of Engineering**

[Quoted text hidden]



**Offer: Computer Consultancy**

**Ref: TCSL/DT20153068820/Chennai**

**Date: 01/10/2018**

Mr. K R Surendran  
No. 188, Venkateshwara Nagar, Madurai Veeran Kovil Street Kottapattu,  
Near Pillayar Kovil,  
Trichy-620004,  
Tamilnadu.  
Tel# -

Dear K R Surendran,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**

**TCSL/DT20153068820**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- 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 ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Professional Memberships**

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

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**TCSL/DT20153068820**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking stating:
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
    - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## **20. Initial Learning Programme (ILP)**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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**TCSL/DT20153068820**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



### **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>K R Surendran</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Saranathan College Of Engineering</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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 Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 – 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

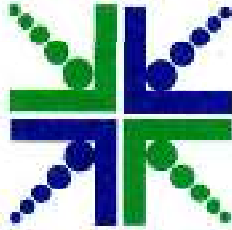


(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

## **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



# e-con Systems India Private Limited

RISHABH INFO PARK, RR Tower IV, 7th Floor, Super A-16 & A-17,  
Thiru-Vi-Ka Industrial Estate, Guindy, Chennai - 600 032, India.  
Ph: +91-44-4010 5500 Fax: +91-44-4010 5558  
www.e-consystems.com

## OFFER LETTER

e-con/HR/OL/2019/016

03<sup>rd</sup> April, 2019

**SURESH KUMAR. M**

Saranathan College Of Engineering  
Electrical and Electronics Engineering

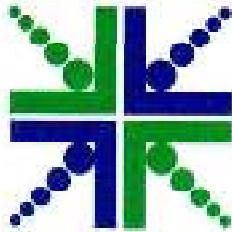
Dear Mr. **SURESH KUMAR. M**

with reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Project Engineer Trainee** in our company on the following terms and conditions:

1. Your Annual Cost to the Company shall be **Rs. 3,60,000/-** (Rupees Three Lakhs and Sixty Thousand only). A detailed breakup on the Cost to the Company shall be provided on your confirmation.  
  
You will be under Probation for a period of **Six months** from the date of joining duty and your services will be confirmed, if your work and conduct are found to be up to the expectations of the management.
2. You are required to join on or before **06<sup>th</sup> May 2019** failing which, this offer becomes invalid.
3. During Probation Period you will be eligible for one day leave for every month and after confirmation your leave eligibility will be as per the company's leave policy.
4. During Probation period if you are absent for more than **two continuous days** without any intimation to your immediate head, your services will be terminated without any notice.
5. Working days will be **Five days (Monday to Friday)** in a week; **Saturday & Sunday** will be a Weekly Holiday. This is subject to any change that may come into force in future.
6. You will be required to execute Confidentiality Agreement, Terms and Conditions of Employment, Code of Conduct and such other documents/undertakings/agreements as may be required by e-con Systems from time to time.
7. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc., which will be a result of your working in **e-con Systems** or its associates, or its customers, or which you may come to know in the course of your training/employment period, more specifically in relation to the engineering or technology used or adopted by **e-con Systems**, shall be the property of **e-con Systems**. You shall treat the above information or data in connection with any work done in **e-con Systems** in strict confidence. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.

Name of the Employee: **SURESH KUMAR. M**

Signature: \_\_\_\_\_



# e-con Systems India Private Limited

RISHABH INFO PARK, RR Tower IV, 7th Floor, Super A-16 & A-17,  
Thiru-Vi-Ka Industrial Estate, Guindy, Chennai - 600 032, India.  
Ph : +91-44-4010 5500 Fax : +91-44-4010 5556  
www.e-consystems.com

8. All information, papers, correspondence, etc., pertaining to **e-con Systems** business activities, commercial, technical or otherwise coming into your possession in the course of your training period shall be treated with strict confidence.
9. During your Probation period with **e-con Systems**, you will be governed by the Service Rules and regulations of **e-con Systems** currently in force or as introduced/implemented from time to time.
10. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with **e-con Systems** shall stand terminated/cancelled without any notice.
11. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation.
12. You will be eligible for Gratuity, on separation after Four years of continuous service, payable as per Payment of Gratuity Act 1972.
13. This employment may be terminated by either party giving **three months** prior notice to the other party. During the notice period you will be discharging your duties in your capacity and eligible for salary and other emoluments as a regular full time employee. In the event of termination by **e-con Systems**, the company can either provide a notice of 3months or relieve earlier with the due notice pay.

Upon your resignation and your request for relieving from the services without serving the stipulated notice period, **e-con Systems** reserves the right to release you, prior to the conclusion of your notice period. However in such case, the notice pay in lieu of the balance notice period is acceptable, only on the approval of your reporting manager.

Please Sign the copy of this letter and return the same as token of your acceptance for the terms and conditions detailed in the letter.

On the day of your joining, please submit the following:

**Photocopies of educational certificates, proof of identity and address.**

**Relieving letter from previous employer and last three months' salary slip, if any**

**2 color Photographs, stamp size and 2 color photographs, passport size**

Wishing you a rewarding career with **e-con Systems** and welcoming you to our Pursuit of Excellence.

Yours sincerely,

for **e-con Systems India Pvt. Ltd.**

Archana Rajamanickam

Manager – Human Resource

Name of the Employee: **SURESH KUMAR, M**

Signature: \_\_\_\_\_



**Date: 25.03.2019**

Dear **Swetha S,**

**Sub: Provisional Selection Letter**

Congratulations! We are pleased to inform you that you have successfully cleared the initial selection process.

The confirmation letter which will be provided to you at the time of joining will contain the complete terms of your employment and benefits of the position for which you have been provisionally selected.

Kindly note that your provisional selection for different IT based positions such Associate Technical Engineer, IT Technical Coordinator, IT Helpdesk Engineer, Desktop Engineer etc. will require you to fulfill the academic qualification and the complete attendance of the self-paid training provided by the authorized CMS Talent Development Center. Upon the successful completion of the training, there will be the final round of the interviews with CMS Talent Development Center clients, where you will be mapped to an appropriate job roles at the specific locations.

CMS Talent Development Center (TDC) is the Information Technology training division founded in 1993 and associated with Trinity Academy for Corporate Training Limited (TACT Ltd.). With 25 years of track record, we are ranked among the best hardware, networking, and software training institute in the country.

We are the alliance partner of Microsoft, Red Hat, Quint, Oracle and we offer globally accepted certifications from these alliances.

With a strong nationwide network of over 40+ training Centers, well-equipped to train students and professionals. In the last one and a half decades, over three million students and working professionals have benefitted from our training network. More than 80% of our students are placed with top IT recruiters of the country.

Our proficiency lies in identifying your talent, understanding your aptitude, analysing your needs and nurturing you to reach the zenith of technical excellence. Our alumni have been promoted from junior executives to team leaders, project heads and management professionals over the years.

Yours sincerely,

CMS Talent Development Center

**Terms & Conditions: -**

1. The provisional letter of selection is subject to your successful completion of all curricular requirements as laid down by the University / Institution for award of the degree /diploma and the requirements, including aggregate marks etc., & a successful completion of the training from the authorized CMS Talent Development Center.
2. Date of Reporting & Location will be conveyed after attending the final rounds of the interview post successful completion of the training and will be intimated through email to you & your TPO.
3. You should be willing to relocate in Mumbai or Project location across India.
4. You will be charged a Non-Refundable Deposit of Rs.20,000/- + Taxes for training. The payment has to be done by Demand Draft favoring “Trinity Academy for Corporate Training Limited”
5. Company will not be responsible for Travel, Food & Accommodation.
6. Based on Training performance & Final Interview , Offer Letter & Salary will be finalized
7. Salary Range (CTC) will be between Rs. 1,08,000/- p.a. to Rs. 1,44,000/- p.a.
8. Project Name, location & remuneration will be decided on Project deployment
9. This is merely a provisional selection letter based on campus interview.

**Acceptance of Selection Letter**

**Read & Accept all the above Terms & Conditions**

**Name :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Date: 25.03.2019**

Dear **Tharanya S,**

**Sub: Provisional Selection Letter**

Congratulations! We are pleased to inform you that you have successfully cleared the initial selection process.

The confirmation letter which will be provided to you at the time of joining will contain the complete terms of your employment and benefits of the position for which you have been provisionally selected.

Kindly note that your provisional selection for different IT based positions such Associate Technical Engineer, IT Technical Coordinator, IT Helpdesk Engineer, Desktop Engineer etc. will require you to fulfill the academic qualification and the complete attendance of the self-paid training provided by the authorized CMS Talent Development Center. Upon the successful completion of the training, there will be the final round of the interviews with CMS Talent Development Center clients, where you will be mapped to an appropriate job roles at the specific locations.

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We are the alliance partner of Microsoft, Red Hat, Quint, Oracle and we offer globally accepted certifications from these alliances.

With a strong nationwide network of over 40+ training Centers, well-equipped to train students and professionals. In the last one and a half decades, over three million students and working professionals have benefitted from our training network. More than 80% of our students are placed with top IT recruiters of the country.

Our proficiency lies in identifying your talent, understanding your aptitude, analysing your needs and nurturing you to reach the zenith of technical excellence. Our alumni have been promoted from junior executives to team leaders, project heads and management professionals over the years.

Yours sincerely,

CMS Talent Development Center



**Terms & Conditions: -**

1. The provisional letter of selection is subject to your successful completion of all curricular requirements as laid down by the University / Institution for award of the degree /diploma and the requirements, including aggregate marks etc., & a successful completion of the training from the authorized CMS Talent Development Center.
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8. Project Name, location & remuneration will be decided on Project deployment
9. This is merely a provisional selection letter based on campus interview.

**Acceptance of Selection Letter**

**Read & Accept all the above Terms & Conditions**

**Name :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_

26-Feb-2019

Dear Udhayaniranjana Venkatesan,  
B.Tech/B.E., Electronics and Electrical Engineering  
Saranathan College of Engineering

**Candidate ID** – 12996373

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu

**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature :**

**Date:**

## Annexure A

<b>Name:</b> Udhayaniranjana Venkatesan	<b>Designation:</b> Programmer Analyst Trainee
---	--

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*



Mr.R.Satheesh EEE Department &lt;satheesh-eee@saranathan.ac.in&gt;

## Fwd: RE-OS - CR 2019 - Internship - SCE - Vijaya Lakshmi K - CHN - Offer 10Jan19

1 message

aju nidh <ajunidh26@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Thu, Apr 4, 2019 at 11:03 AM

----- Forwarded message -----

From: HRM <hrm@savvy-it.com>  
Date: Thu, Jan 10, 2019, 14:50  
Subject: RE-OS - CR 2019 - Internship - SCE - Vijaya Lakshmi K - CHN - Offer 10Jan19  
To: <ajunidh26@gmail.com>  
Cc: <hrm@savvy-it.com>, <krishnanvr@savvy-it.com>, <tp@saranathan.ac.in>

Dear Vijaya Lakshmi,

At the outset, we thank you for your excellent cooperation and prompt responses throughout the recruitment drive held in Saranathan College of Engineering, Trichy on December 28, 2018. Further to the interview held then, we are pleased to offer you the position of Intern (Junior Recruiter Trainee, Overseas Staffing) in our company. Please read through the following very carefully and provide the requested information without missing any. The key details are as under.

### 1. Internship

#### 1.1 Basic Details:

No.	Item	Details
1	Position	Intern (JUNIOR RECRUITER TRAINEE)
2	Duration	3 months
3	Work place	Chennai
4	Joining Date & Time	Monday, June 03, 2019 at about 06:00 PM ( <b>Subject to Change</b> )
5	Shift Hours	08:00 PM (This is subject to change) <u>If you can join before, please call us to discuss well in advance.</u>
6	Staff Welfare	Food and refreshments

1.2 **Primary Condition:** During the internship you will not be paid any Stipend/Salary. In these 3 months, you will undergo extensive training to perform your role as Junior Recruiter. If you do not successfully complete the internship, you will be released.

1.3 **Scanned Copies:** If you accept the offer, please email us the scanned copies of the following certificates immediately.

- SSC
- HSC
- Degree
- Aadhaar Card: Front and back
- PAN Card
- Personal ID: Driving License or Passport (Photo, address and Date of Birth pages only) or Voter ID

1.4 **Original Documents:** Please be advised that at the time of joining we will require you to produce the originals of the following documents. We will not be able to do the induction if any of the documents is missing. If you have any issues, please call us immediately. The original offer letter will be issued at the time of joining.

- SSC / HSC: Will be verified and returned to you.
- Degree or Provisional Certificate: Will be verified and returned to you.

- c) Aadhaar Card: Will be verified and returned to you
- d) Driving License/Passport/Voter ID: Will be verified and returned to you
- e) PAN Card: Will be verified and returned to you
- f) Photo (Passport Size) 3 Nos: Will be retained

1.5 **Terms:** This offer is subject to receipt of satisfactory results obtained after verification of educational and professional qualifications with original documents, execution of internship agreement on the date of joining and successful completion of background verification.

1.6 **Acceptance:** Kindly reply by email confirming your acceptance of the offer along with the following on or before 08:00 PM, Monday, January 21, 2019.

- a) Joining date
- b) Birth Date
- c) Blood Group
- d) Full current address
- e) Father Name with his initials
- f) Color scans asked for in Section 6 above

2. **Offer on Induction as employee:** On successful completion of internship, you will be inducted as an employee in the position of Junior Recruiter Trainee. **You will be paid a joining bonus of Rs. 50,000 which will be disbursed in 3 monthly installments.** The details of the offer are as under: (PLEASE READ ALL THE INSTRUCTIONS AND RESPOND APPROPRIATELY WITH THE OFFER ACKNOWLEDGEMENT)

2.1 **Salary:** (AS PER POLICY, YOUR FIRST MONTH'S SALARY WILL BE CREDITED ALONG WITH THE SECOND MONTH'S SALARY)

No.	Component	Amount/Month (Rs.)	Amount/Year (Rs.)
1	Gross Salary	<b>20,000.00</b>	<b>2,40,000.00</b>
2 (a)	Employer Contribution to Provident Fund (Subject to your participation)	1,800.00	21,600.00
2 (b)	Group Life Insurance Cover	500.00	6,000.00
2 (c)	Personal Accident Insurance Group Cover	500.00	6,000.00
2 (d)	Group Medical Insurance Cover	1,000.00	12,000.00
2 (e)	ESI	950.00	11,400.00
2 (f)	Gratuity	384.00	4,608.00
2 (g)	Variable Performance Pay	0.00	00.00
3	Total Cost to Company	<b>25,134.00</b>	<b>3,01,608.00</b>

## 2.2 Details:

No.	Item	Details
1	Position	Junior Recruiter Trainee
2	Work place	Chennai (Fathima Akhtar Court, Vth Floor, 453 Anna Salai, Teynampet, Chennai 600018)
3	Shift Hours	08:00 PM (This is subject to change) Please note that you will have to extend the hours to complete the daily tasks and reports.
4	Probation Period	3 Months from the date of joining. Will stand extended automatically if not closed in writing

5	Benefits	<p>a) From Start:</p> <ul style="list-style-type: none"> <li>• Employer Contribution to Provident Fund subject to your participation</li> <li>• Gratuity Cover</li> </ul> <p>b) Upon closure of probation:</p> <ul style="list-style-type: none"> <li>• Personal Accident Insurance Cover</li> <li>• Leave</li> <li>• Group Medical Insurance Cover for self, spouse &amp; 2 children (total 4)</li> <li>• Group Life Insurance Cover for self</li> </ul> <p>c) Annual Review: The first review will be held only in April 2020. Thereafter, the annual review will be held every April. Pay review, if any, will be based on achievements with respect to the targets</p>
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**2.3 Salary Disbursement:** Our payroll is from 26th day of the previous month to 25th day of the current month with date of disbursement of salary being on or about the last working day of the current month.

**2.4 Targets:** You shall meet the targets which will be after 15 days from the date of commencement of employment but before completion of 3 months of employment. The targets are subject to change periodically.

**2.5 Variable Performance Pay:** Variable Performance Pay will be calculated every quarter and if earned, be disbursed along with the salary of the first month of the succeeding quarter. You be eligible for variable pay only after the targets are set. Variable pay is If it is not included in this offer, it will be introduced in the first pay revision. Regardless of this offer containing Variable Performance Pay or not, major portion of future pay raises will be granted only as Variable performance Pay until the parity with Gross Pay is achieved as per the pay structure in policy in force. Pay Structure will be made available if requested.

a) Qualifier: Unless the minimum level of performance set is achieved in this, no variable pay is payable. The details are available in the relevant Office Order which will be shared with you during induction. You will have to achieve the minimum target set in a quarter to be eligible for receiving variable pay. The office order detailing the modalities of working out the variable pay will be shared during your Induction Training.

b) Parameters with weight (Service delivery, i.e., number of starts in a specified period will be the qualifier)

1) Productivity: 30%

2) Compliance: 20%

Please feel free to contact the following between 10:00 AM and 06:00 PM should you have any questions or require additional information.

a) V.R. Krishnan, Director-HR (Office: 91-44- 43437043 | Mobile: 91-9791635309 | Email: krishnanvr@savvy-it.com)

b) J. Parthiban, Asst. Executive, HRM & Operations (Office: 91-44-43437048 | Mobile : 91-97108 34066 | HRM@Savvy-it.com)

We will send you the joining instruction immediately after receiving your acceptance and receipt of the information asked for in Section 1.6 above.

Thank you,

J. Parthiban

Asst. Executive, Operations

Savvysoft Technologies Pvt Ltd

Fathima Akhtar Court, V Floor, 453 Anna Salai, Teynampet, Chennai 600 018

Work: 91-44-43437048 | Mobile : 91-97108 34066 | [www.savvy-it.com](http://www.savvy-it.com)

 <http://www.assuresign.com/images/msftcert.jpg>  [http://www.brandsoftheworld.com/sites/default/files/styles/logo-thumbnail/public/022012/untitled-1\\_1.jpg](http://www.brandsoftheworld.com/sites/default/files/styles/logo-thumbnail/public/022012/untitled-1_1.jpg)

### 3 attachments

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 **image002.jpg**  
2K

**image001.jpg**



2K



**LETTER OF INTERNSHIP**

Date: 26 February 2019

***VIJITHRA N,***

MOBILE : +919787427991

***Email:*** vijithra.ncn.15@gmail.com

Dear VIJITHRA N

Sub: Provisional Offer Letter

**We are pleased to welcome you on board – My Slate.**

After careful consideration, MY SLATE has decided to appoint you as “Junior - Trainer”.

**The employment is subject to the following conditions:**

- 1) You will be required to serve a probation/internship period of 6 months. Upon feedback from the institutions and based on your work performance you will be confirmed into our rolls after 6 months. Confirmation is purely based on your work performance.
- 2) Your stipend during the probation/internship period will be Rs.10,000/- per month.
- 3) Your pay will be revised on successful completion of the probation/internship period.
- 4) Your individual remuneration is purely a fact between you and the company, and has been arrived on the merit of your education, experience, your professional achievements and the company’s prevailing compensation guidelines. In that context we would sincerely request you to maintain this information and any changes hereafter, as strictly personal and confidential.
- 5) The salary will be paid on or before the 10th of every month.
- 6) Your responsibilities will include Training and Assessment at various colleges and corporate, preparation of Training Material, Business Development for Training, Work related to marketing and promotion, preparation of promotional material, general administration work and other activities that the company requires.
- 7) Your base Job Location will be in Coimbatore and you will be required to travel to places outside of Coimbatore also.
- 8) You are permitted to avail two permissions of one hour each.

**mySLATE -HIRE**

C9 – Parsn Seshi Nestle, Nanjundapuram Road,  
Coimbatore – 641036. Mob : +91 94426 12300

- 9) You are permitted to avail one day leave in a month. Should you require being absent from work for reasons of sickness, injury or any other reason you must notify MY SLATE immediately of this and also of when you expect to be able to return to work. In case of leave exceeding more than 2 days you will be entitled to submit necessary documents pertaining to the reason for leave.
- 10) In case you wish to resign / leave the service of the company, you will be required to give **three month** notice in writing failing which MY SLATE is entitled to recover amount equal to 3 months' salary by way of agreed liquidated damages. The company at its sole discretion may accept one month's salary, or part thereof, in lieu of the notice. The company reserves the right to terminate you from operations without giving any notice during the contract period.
- 11) Please bring along the below listed documents / details on your day of joining
- ✓ 2 passport size and 1 stamp size color photographs.
  - ✓ Proof of Identity - Passport / Driver's license / Bank Account Statement. (Photocopy)
  - ✓ Proof of address - Ration Card / Passport / Voters ID (Photocopy)
- Yours truly,

For MY SLATE

Offer of Internship Accepted

I have read the terms and conditions set out in this Appointment Letter. I confirm having fully understood the same. I also declare that all the certificates and documents provided by me to MY SLATE are true, genuine and correct.

Signed :

Place :

Date :



## Fwd: RE-OS - CR 2019 - Internship - SCE - Vishal N - CBE - Offer 10Jan19

1 message

Vishal Narayanan <vishalnarayanan10@gmail.com>  
To: satheesh-eee@saranathan.ac.in

Wed, Apr 3, 2019 at 12:03 PM

----- Forwarded message -----

From: HRM <hrm@savvy-it.com>  
Date: Thu, Jan 10, 2019, 12:56  
Subject: RE-OS - CR 2019 - Internship - SCE - Vishal N - CBE - Offer 10Jan19  
To: <vishalnarayanan10@gmail.com>  
Cc: <hrm@savvy-it.com>, <krishnanvr@savvy-it.com>, <tp@saranathan.ac.in>

Dear Vishal,

At the outset, we thank you for your excellent cooperation and prompt responses throughout the recruitment drive held in Saranathan College of Engineering, Trichy on December 28, 2018. Further to the interview held then, we are pleased to offer you the position of Intern (Junior Recruiter Trainee, Overseas Staffing) in our company. Please read through the following very carefully and provide the requested information without missing any. The key details are as under.

### 1. Internship

#### 1.1 Basic Details:

No.	Item	Details
1	Position	Intern (JUNIOR RECRUITER TRAINEE)
2	Duration	3 months
3	Work place	Coimbatore
4	Joining Date & Time	Monday, June 03, 2019 at about 06:00 PM ( <b>Subject to Change</b> )
5	Shift Hours	08:00 PM (This is subject to change) <u>If you can join before, please call us to discuss well in advance.</u>
6	Staff Welfare	Food and refreshments

1.2 **Primary Condition:** During the internship you will not be paid any Stipend/Salary. In these 3 months, you will undergo extensive training to perform your role as Junior Recruiter. If you do not successfully complete the internship, you will be released.

1.3 **Scanned Copies:** If you accept the offer, please email us the scanned copies of the following certificates immediately.

- SSC
- HSC
- Degree
- Aadhaar Card: Front and back
- PAN Card
- Personal ID: Driving License or Passport (Photo, address and Date of Birth pages only) or Voter ID

1.4 **Original Documents:** Please be advised that at the time of joining we will require you to produce the originals of the following documents. We will not be able to do the induction if any of the documents is missing. If you have any issues, please call us immediately. The original offer letter will be issued at the time of joining.

- SSC / HSC: Will be verified and returned to you.
- Degree or Provisional Certificate: Will be verified and returned to you.

- c) Aadhaar Card: Will be verified and returned to you
- d) Driving License/Passport/Voter ID: Will be verified and returned to you
- e) PAN Card: Will be verified and returned to you
- f) Photo (Passport Size) 3 Nos: Will be retained

1.5 **Terms:** This offer is subject to receipt of satisfactory results obtained after verification of educational and professional qualifications with original documents, execution of internship agreement on the date of joining and successful completion of background verification.

1.6 **Acceptance:** Kindly reply by email confirming your acceptance of the offer along with the following on or before 08:00 PM, Monday, January 21, 2019.

- a) Joining date
- b) Birth Date
- c) Blood Group
- d) Full current address
- e) Father Name with his initials
- f) Color scans asked for in Section 6 above

**2. Offer on Induction as employee:** On successful completion of internship, you will be inducted as an employee in the position of Junior Recruiter Trainee. **You will be paid a joining bonus of Rs. 50,000 which will be disbursed in 3 monthly installments.** The details of the offer are as under: (PLEASE READ ALL THE INSTRUCTIONS AND RESPOND APPROPRIATELY WITH THE OFFER ACKNOWLEDGEMENT)

2.1 **Salary:** (AS PER POLICY, YOUR FIRST MONTH'S SALARY WILL BE CREDITED ALONG WITH THE SECOND MONTH'S SALARY)

No.	Component	Amount/Month (Rs.)	Amount/Year (Rs.)
1	Gross Salary	<b>20,000.00</b>	<b>2,40,000.00</b>
2 (a)	Employer Contribution to Provident Fund (Subject to your participation)	1,800.00	21,600.00
2 (b)	Group Life Insurance Cover	500.00	6,000.00
2 (c)	Personal Accident Insurance Group Cover	500.00	6,000.00
2 (d)	Group Medical Insurance Cover	1,000.00	12,000.00
2 (e)	ESI	950.00	11,400.00
2 (f)	Gratuity	384.00	4,608.00
2 (g)	Variable Performance Pay	0.00	00.00
3	Total Cost to Company	<b>25,134.00</b>	<b>3,01,608.00</b>

## 2.2 Details:

No.	Item	Details
1	Position	Junior Recruiter Trainee
2	Work place	Coimbatore (No. 22, A.T.T Colony, R.V Centre, Coimbatore – 641 018)
3	Shift Hours	08:00 PM (This is subject to change) Please note that you will have to extend the hours to complete the daily tasks and reports.
4	Probation Period	3 Months from the date of joining. Will stand extended automatically if not closed in writing

5	Benefits	<p>a) From Start:</p> <ul style="list-style-type: none"> <li>• Employer Contribution to Provident Fund subject to your participation</li> <li>• Gratuity Cover</li> </ul> <p>b) Upon closure of probation:</p> <ul style="list-style-type: none"> <li>• Personal Accident Insurance Cover</li> <li>• Leave</li> <li>• Group Medical Insurance Cover for self, spouse &amp; 2 children (total 4)</li> <li>• Group Life Insurance Cover for self</li> </ul> <p>c) Annual Review: The first review will be held only in April 2020. Thereafter, the annual review will be held every April. Pay review, if any, will be based on achievements with respect to the targets</p>
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**2.3 Salary Disbursement:** Our payroll is from 26th day of the previous month to 25th day of the current month with date of disbursement of salary being on or about the last working day of the current month.

**2.4 Targets:** You shall meet the targets which will be after 15 days from the date of commencement of employment but before completion of 3 months of employment. The targets are subject to change periodically.

**2.5 Variable Performance Pay:** Variable Performance Pay will be calculated every quarter and if earned, be disbursed along with the salary of the first month of the succeeding quarter. You be eligible for variable pay only after the targets are set. Variable pay is If it is not included in this offer, it will be introduced in the first pay revision. Regardless of this offer containing Variable Performance Pay or not, major portion of future pay raises will be granted only as Variable performance Pay until the parity with Gross Pay is achieved as per the pay structure in policy in force. Pay Structure will be made available if requested.

a) Qualifier: Unless the minimum level of performance set is achieved in this, no variable pay is payable. The details are available in the relevant Office Order which will be shared with you during induction. You will have to achieve the minimum target set in a quarter to be eligible for receiving variable pay. The office order detailing the modalities of working out the variable pay will be shared during your Induction Training.

b) Parameters with weight (Service delivery, i.e., number of starts in a specified period will be the qualifier)

- 1) Productivity: 30%
- 2) Compliance: 20%

Please feel free to contact the following between 10:00 AM and 06:00 PM should you have any questions or require additional information.

a) V.R. Krishnan, Director-HR (Office: 91-44- 43437043 | Mobile: 91-9791635309 | Email: krishnanvr@savvy-it.com)

b) J. Parthiban, Asst. Executive, HRM & Operations (Office: 91-44-43437048 | Mobile : 91-97108 34066 | HRM@Savvy-it.com)

We will send you the joining instruction immediately after receiving your acceptance and receipt of the information asked for in Section 1.6 above.

Thank you,

J. Parthiban

Asst. Executive, Operations

Savvysoft Technologies Pvt Ltd

Fathima Akhtar Court, V Floor, 453 Anna Salai, Teynampet, Chennai 600 018

Work: 91-44-43437048 | Mobile : 91-97108 34066 | [www.savvy-it.com](http://www.savvy-it.com)

 <http://www.assuresign.com/images/msftcert.jpg>  [http://www.brandsoftheworld.com/sites/default/files/styles/logo-thumbnail/public/022012/untitled-1\\_1.jpg](http://www.brandsoftheworld.com/sites/default/files/styles/logo-thumbnail/public/022012/untitled-1_1.jpg)

### 3 attachments

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03/04/2019

SARANATHAN COLLEGE OF ENGINEERING Mail - Fwd: RE-OS - CR 2019 - Internship - SCE - Vishal N - CBE - Offer 10Jan19



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# **SARANATHAN COLLEGE OF ENGINEERING**

**NH 45 B, Venkateswara Nagar, Panjappur,**

**Tiruchirappalli, Tamil Nadu 620012**

## **DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

**HIGHER STUDIES**

**(2016-20 BATCH)**



SARANATHAN COLLEGE OF ENGINEERING  
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING  
HIGHER STUDIES

BATCH: 2016-20

S.No.	REGNO	NAME	PG DEGREE	SPECIALISATION	COLLEGE / UNIV	COMP_EXAM	SCORE
1	813816105035	INDHU. R	MBA		SSN College of Engineering	TANCET	97.131
2	813816105117	VISHNU CHANDER. R	M.E.	High Voltage Engineering	College of Engineering Guindy, Anna University	TANCET	73.791
3	813816105118	VISWANATHAN. M	M.E.	High Voltage Engineering	College of Engineering Guindy, Anna University	TANCET	96.184





## CENTRE FOR ADMISSIONS

ANNA UNIVERSITY, CHENNAI - 25.

Admission to M.E. / M.TECH. / M.ARCH. / M.PLAN. Degree Programmes  
(TANCET Category)

LOGOUT

Application No.	68328	Name of the Candidate	VISHNU CHANDER R
Date of Birth	22-03-1999	Community	BC
Nativity	TAMIL NADU	Differantly Abled Person	NOT APPLICABLE
Qualifying Examination	B.E. / B.TECH.	Branch Code	137
Percentage of Marks	72.69	TANCET Number	22123171
TANCET Mark	73.791	Rank	1098
Community Rank	BC - 600		

EXIT



6 8 3 2 8

**Tamil Nadu Common Admissions 2020****PROVISIONAL ALLOTMENT ORDER FOR M.E/M.Tech/M.Arch/M.Plan  
DEGREE PROGRAMME\***

The candidate is informed that he / she has been **PROVISIONALLY** allotted as per the option exercised for admission to the First Year PG Degree Programme, College and Branch as detailed below.

Application No. : 68328  
Name of the Candidate : VISHNU CHANDER R  
Community : BC  
Category : 0 - UNIVERSITY DEPARTMENTS/CONSTITUENT COLLEGE  
Programme : M.E/M.Tech/M.Arch/M.Plan  
College Allotted : 1 - UNIVERSITY DEPARTMENTS OF ANNA UNIVERSITY, CHENNAI - CEG CAMPUS  
SARDAR PATEL ROAD, GUINDY  
CHENNAI DIST, PIN - 600025.  
TAMILNADU  
Course Allotted : 3002 - HIGH VOLTAGE ENGINEERING  
Quota : BC - Academic - TANCET  
Admission ID : d0ca9cd1-fe38-4a29-8356-a16f5a389e03

\* The candidate should contact the Principal/Dean of the above college allotted for further admission process **on or before 28-12-2020**

\* **The candidate who do not report for admission to the college on the stipulated date will lose the seat and cannot claim the seat afterwards.**

**Secretary  
TANCA**

\* Allotment is subject to verification of originals by the college authority at the time of admission

\* Allotment is subject to the approval of the University authorities concerned for certain UG or certificate courses issued by Societies/Institutions  
Please read the instructions given overleaf carefully

**Tamil Nadu Common Admissions 2020  
ACKNOWLEDGMENT FOR THE RECEIPT OF PAYMENT \*\***

Transaction No. : 683285fcf47ba12dcc  
Received : Rs.5000 /-  
from Thiru. / Selvi. : VISHNU CHANDER R

Date : 08-12-2020  
Application No. : 68328

towards the payment of partial tuition fee for admission in the first year M.E/M.Tech/M.Arch/M.Plan degree programme through online counselling in the college.

**3002 - HIGH VOLTAGE ENGINEERING  
1 - UNIVERSITY DEPARTMENTS OF ANNA UNIVERSITY, CHENNAI - CEG CAMPUS  
SARDAR PATEL ROAD, GUINDY CHENNAI DIST, PIN - 600025.  
TAMILNADU**

**Secretary  
TANCA**



6 8 3 2 8

\*\* This acknowledgment should be handed over to the Principal/ Dean of the college at the time of admission.

## NOTE :

- I. Admission shall not be made without the original documents mentioned below.
- II. Seat has been allotted based on the information furnished by the candidate in his/her application. On verification of the documents, if the candidate is found not satisfying the eligibility rules or if there is a difference between the candidate's basic data and the originals produced by the candidate or if all the original certificates are not produced, the Dean /Principal of the college is empowered to deny admission to the candidate and the allotment will stand cancelled. This fact is to be intimated to the Secretary, TANCA and the concerned authorities immediately
- III. The candidates are advised to have sufficient number of attested copies of the above certificates, as the originals will be retained in the college for some time for verification
- IV. The candidates are also informed that hostel facilities in the allotted colleges are not guaranteed and they may have to make their own arrangements for their stay
- V. **Under any circumstances the college or course allotted will not be changed**
- VI. The Dean/Principal is requested to verify the medical fitness of the candidates before admission. The Dean/Principal of the college is empowered to deny admission to the candidates, if the candidates are found medically unfit
- VII. The candidate who do not join the college and seeks refund, only 80% (Rs. 4000 or Rs 800 as the case may be) of the initial deposit amount paid at the time of counselling will be refunded, if original Allotment Order with Acknowledgement for the receipt of payment is surrendered on or before 31.03.2021. **The candidate should submit the refund request only through TANCA refund processing system available online in the web portal [www.annauniv.edu](http://www.annauniv.edu)**
- VIII. **The Candidate and his/her Parent/Guardian should give an Undertaking at the time of Admission stating that the candidate will produce the Consolidated Mark Sheet of all the semesters from the Competent Authority OR the Provisional Certificate from the University studied, before the commencement of First Assessment Test scheduled for the M.E./M.Tech./M.Arch./M.Plan.(1st Semester) classes. If the candidate fails to produce the documents as stated above for verification by the Competent Authority, the admission will get cancelled.**
- IX. Candidates admitted under 'Full-Time' should be available in the department during working hours for the curricular, co-curricular and extra-curricular activities. Full-Time candidates should not attend any other Full-Time programme(s) /course(s) or take up any Full-Time job/Part-Time job in any institution or company during the period of the programme. Violation of the above rules will result in cancellation of admission of the PG Programme at any stage of study

## **DOCUMENTS TO BE PRODUCED IN ORIGINAL AT THE COLLEGE**

- |   |   |
|---|---|
| 1. Certificate for proof of date of birth (X Std. mark sheet or its equivalent)   | 8. GATE 2018/2019/2020 score card (for GATE candidates)   |
| 2. HSC mark sheet or Diploma (3 years) Certificate  | 9. Medical Fitness Certificate  |
| 3. Degree Certificate, Provisional Certificate, Grade Cards and Mark Sheets of all the Semesters /Years or Consolidated mark sheet of the Qualifying Degree Programme | 10. Certificate of Differently Abled Person (if applicable)   |
| 4. Transfer Certificate obtained from the Institution last studied  | 11. Experience Certificate (if applicable)  |
| 5. Community Certificate for (ST/SC/SCA/MBC&DNC/BC/BCM) either in Permanent card or electronic form/digitally signed e-certificate                                    | 12. Nativity Certificate (for candidates who have not studied in Tamil Nadu for the last five years and claiming Tamil Nadu nativity) in electronic form /digitally signed e-certificate  |
| 6. TANCET 2020 Hall Ticket for TANCET, Sponsored Full Time and GATE Engineering Science (XE) / Life Science (XL) category candidates                                  | 13. Sri Lankan Tamil Refugee (if applicable) - (a) Identification from Head Quarters Tahsildar (b) Those who have not registered in the refugee camp, should submit visa, passport and letter registered in Police Station        |
| 7. TANCET 2020 Mark Sheet (for TANCET candidates)   | 14. Provisional allotment order and acknowledgement for receipt of initial payment. In addition, the candidates should also bring photocopy of certificates 1 to 13 along with originals /four copies of Passport size photograph |

## **INSTRUCTION TO THE ADMITTING AUTHORITIES**

For claiming the initial tuition fee from Secretary, TANCA, the institutions should enclose this acknowledgment, only for those who have joined in your institution.



# TANCET 2020

## TAMIL NADU COMMON ENTRANCE TEST

### ANNA UNIVERSITY, CHENNAI



VISWANATHAN M [132188]

**Reg. Number :** 11213204  
**Gender :** Male  
**Nativity :** Tamilnadu  
**Date of Birth :** 09-11-1998  
**Community :** OC  
**Nationality :** Indian  
**Entrance Test :** M.E/M.Tech/M.Arch/M.Plan Only  
**Subject Choice :** 03 - Electrical and Electronics Engineering

**Signature of the candidate**

Exam	Actual Score	Percentile Score	Number of candidates appeared
MCA	---	---	---
MBA	---	---	---
ME(ON SUBJECT CHOICE)	28.333	94.393	1195
ME(OVERALL)	28.333	96.184	8543



- Percentile Score is considered for Merit List.
- Score card will not be sent by post.
- Candidates have to apply separately for admission in College/Institution.
- For M.E/M.Tech overall percentile score is consider for Merit List.
- For M.E/M.Tech overall percentile score is calculated after normalization.
- Percentile Score is the percentage of number of candidates scored less than your score.
- You can download the Score Card on **March 23, 2020**.

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**Tamil Nadu Common Admissions 2020****PROVISIONAL ALLOTMENT ORDER FOR M.E/M.Tech/M.Arch/M.Plan  
DEGREE PROGRAMME\***

The candidate is informed that he / she has been **PROVISIONALLY** allotted as per the option exercised for admission to the First Year PG Degree Programme, College and Branch as detailed below.

Application No. : 68355  
Name of the Candidate : VISWANATHAN M  
Community : OC  
Category : 0 - UNIVERSITY DEPARTMENTS/CONSTITUENT COLLEGE  
Programme : M.E/M.Tech/M.Arch/M.Plan  
College Allotted : 1 - UNIVERSITY DEPARTMENTS OF ANNA UNIVERSITY, CHENNAI - CEG CAMPUS  
SARDAR PATEL ROAD, GUINDY  
CHENNAI DIST, PIN - 600025.  
TAMILNADU  
Course Allotted : 3002 - HIGH VOLTAGE ENGINEERING  
Quota : OC - Academic - TANCET  
Admission ID : 954f6f23-18c8-42d1-b7aa-71ad4ff0ceaf

\* The candidate should contact the Principal/Dean of the above college allotted for further admission process **on or before 28-12-2020**

\* **The candidate who do not report for admission to the college on the stipulated date will lose the seat and cannot claim the seat afterwards.**

**Secretary  
TANCA**

\* Allotment is subject to verification of originals by the college authority at the time of admission

\* Allotment is subject to the approval of the University authorities concerned for certain UG or certificate courses issued by Societies/Institutions  
Please read the instructions given overleaf carefully

**Tamil Nadu Common Admissions 2020  
ACKNOWLEDGMENT FOR THE RECEIPT OF PAYMENT \*\***

Transaction No. : 683555fcf3ef890d94  
Received : Rs.5000 /-  
from Thiru. / Selvi. : VISWANATHAN M

Date : 08-12-2020  
Application No. : 68355

towards the payment of partial tuition fee for admission in the first year M.E/M.Tech/M.Arch/M.Plan degree programme through online counselling in the college.

**3002 - HIGH VOLTAGE ENGINEERING  
1 - UNIVERSITY DEPARTMENTS OF ANNA UNIVERSITY, CHENNAI - CEG CAMPUS  
SARDAR PATEL ROAD, GUINDY CHENNAI DIST, PIN - 600025.  
TAMILNADU**

**Secretary  
TANCA**



6 8 3 5 5

\*\* This acknowledgment should be handed over to the Principal/ Dean of the college at the time of admission.

## NOTE :

- I. Admission shall not be made without the original documents mentioned below.
- II. Seat has been allotted based on the information furnished by the candidate in his/her application. On verification of the documents, if the candidate is found not satisfying the eligibility rules or if there is a difference between the candidate's basic data and the originals produced by the candidate or if all the original certificates are not produced, the Dean /Principal of the college is empowered to deny admission to the candidate and the allotment will stand cancelled. This fact is to be intimated to the Secretary, TANCA and the concerned authorities immediately
- III. The candidates are advised to have sufficient number of attested copies of the above certificates, as the originals will be retained in the college for some time for verification
- IV. The candidates are also informed that hostel facilities in the allotted colleges are not guaranteed and they may have to make their own arrangements for their stay
- V. **Under any circumstances the college or course allotted will not be changed**
- VI. The Dean/Principal is requested to verify the medical fitness of the candidates before admission. The Dean/Principal of the college is empowered to deny admission to the candidates, if the candidates are found medically unfit
- VII. The candidate who do not join the college and seeks refund, only 80% (Rs. 4000 or Rs 800 as the case may be) of the initial deposit amount paid at the time of counselling will be refunded, if original Allotment Order with Acknowledgement for the receipt of payment is surrendered on or before 31.03.2021. **The candidate should submit the refund request only through TANCA refund processing system available online in the web portal [www.annauniv.edu](http://www.annauniv.edu)**
- VIII. **The Candidate and his/her Parent/Guardian should give an Undertaking at the time of Admission stating that the candidate will produce the Consolidated Mark Sheet of all the semesters from the Competent Authority OR the Provisional Certificate from the University studied, before the commencement of First Assessment Test scheduled for the M.E./M.Tech./M.Arch./M.Plan.(1st Semester) classes. If the candidate fails to produce the documents as stated above for verification by the Competent Authority, the admission will get cancelled.**
- IX. Candidates admitted under 'Full-Time' should be available in the department during working hours for the curricular, co-curricular and extra-curricular activities. Full-Time candidates should not attend any other Full-Time programme(s) /course(s) or take up any Full-Time job/Part-Time job in any institution or company during the period of the programme. Violation of the above rules will result in cancellation of admission of the PG Programme at any stage of study

## **DOCUMENTS TO BE PRODUCED IN ORIGINAL AT THE COLLEGE**

- |   |   |
|---|---|
| 1. Certificate for proof of date of birth (X Std. mark sheet or its equivalent)   | 8. GATE 2018/2019/2020 score card (for GATE candidates)   |
| 2. HSC mark sheet or Diploma (3 years) Certificate  | 9. Medical Fitness Certificate  |
| 3. Degree Certificate, Provisional Certificate, Grade Cards and Mark Sheets of all the Semesters /Years or Consolidated mark sheet of the Qualifying Degree Programme | 10. Certificate of Differently Abled Person (if applicable)   |
| 4. Transfer Certificate obtained from the Institution last studied  | 11. Experience Certificate (if applicable)  |
| 5. Community Certificate for (ST/SC/SCA/MBC&DNC/BC/BCM) either in Permanent card or electronic form/digitally signed e-certificate                                    | 12. Nativity Certificate (for candidates who have not studied in Tamil Nadu for the last five years and claiming Tamil Nadu nativity) in electronic form /digitally signed e-certificate  |
| 6. TANCET 2020 Hall Ticket for TANCET, Sponsored Full Time and GATE Engineering Science (XE) / Life Science (XL) category candidates                                  | 13. Sri Lankan Tamil Refugee (if applicable) - (a) Identification from Head Quarters Tahsildar (b) Those who have not registered in the refugee camp, should submit visa, passport and letter registered in Police Station        |
| 7. TANCET 2020 Mark Sheet (for TANCET candidates)   | 14. Provisional allotment order and acknowledgement for receipt of initial payment. In addition, the candidates should also bring photocopy of certificates 1 to 13 along with originals /four copies of Passport size photograph |

## **INSTRUCTION TO THE ADMITTING AUTHORITIES**

For claiming the initial tuition fee from Secretary, TANCA, the institutions should enclose this acknowledgment, only for those who have joined in your institution.

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**SARANATHAN COLLEGE OF ENGINEERING**

**NH 45 B, Venkateswara Nagar, Panjappur,**

**Tiruchirappalli, Tamil Nadu 620012**

**DEPARTMENT OF ELECTRICAL AND ELECTRONICS  
ENGINEERING**

**HIGHER STUDIES  
(2015-19 BATCH)**



SARANATHAN COLLEGE OF ENGINEERING  
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING  
HIGHER STUDIES

BATCH: 2015-19

S.No.	REGNO	NAME	PG DEGREE	SPECIALISATION	COLLEGE / UNIV	COMP_EXAM	SCORE
1	813815105046	LEO ALDRINRAJ.A.S	MBA	HR/Marketing	Bharathidasan Institute of Management	CAT	90.23

# COMMON ADMISSION TEST 2018 (CAT 2018)

## INDIAN INSTITUTES OF MANAGEMENT



### CAT 2018 SCORE CARD

**Name of the Candidate :** LEO ALDRINRAJ A S

**Candidate's Contact Details :**

828 8th Cross Vasana nagar vayalur road rettai vaikal via

**Town/City :** tiruchirappali

**District :** Tiruchirappalli

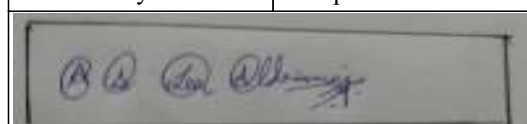
**State :** Tamil Nadu

**Email :** leoaldrinraj@gmail.com



Test Day Photo

Uploaded Photo



<b>CAT Registration Number</b>	8272481	<b>PWD Status</b>	No
<b>Gender</b>	Male	<b>Category</b>	NC-OBC
<b>Date of Birth</b>	26/Nov/1997	<b>Date and Time of Test</b>	25th Nov 2018 (9:00 AM - 12:00 PM)

Section		Section		Section		Total	
Verbal Ability & Reading Comprehension		Data Interpretation & Logical Reasoning		Quantitative Ability			
Scaled Score	Percentile	Scaled Score	Percentile	Scaled Score	Percentile	Overall Scaled Score	Overall Percentile
61.53	94.92	26.48	86.86	2.22	31.75	90.23	85.37

**Instructions:**

- Only those candidates who have taken the Common Admission Test (CAT 2018) are entitled to receive the score card. Keep a print-out of this score card for your information pertaining to CAT 2018. You will not receive the score card by email or by post.
- The Overall Scaled Score is the sum of the scaled scores of the candidate in the three sections.
- Percentile refers to the percentage of candidates who receive score less than or equal to the score obtained by the candidate.
- IIMs and Non-IIM member institutions independently decide how to use CAT 2018 scores in line with their own selection process. The scores are to be used only for selecting the candidates to their respective Post Graduate / Fellow Programme in Management.
- Detection of instances of incorrect information and process violation by a candidate at any stage will lead to disqualification of the candidate. Candidate's score will become null and void and he/she will not be allowed to appear for CAT in future. If such instances go undetected during the current selection process but are detected in subsequent years, such disqualification and the associated penalties will take place with retrospective effect.
- All queries regarding post-CAT 2018 selection process must be directed to respective IIMs. CAT Centre will not answer post-CAT related queries.
- CAT 2018 score is valid only until 31st December 2019 and is subject to the candidate meeting the minimum eligibility marks in the qualifying examination. The score card will be available on [www.iimcat.ac.in](http://www.iimcat.ac.in) till 31st December 2019 to download.
- Toll free number 1-800-209-0830 will be available till 20th January, 2019 and webmail support [cathelpdesk@iimcat.ac.in](mailto:cathelpdesk@iimcat.ac.in) will be available till 31st March, 2019 respectively.



**BHARATHIDASAN  
INSTITUTE OF MANAGEMENT**

(School of Excellence affiliated to Bharathidasan University)

**BIM**

Tiruchirappalli - 620 014. Phone:252079

**STUDENT'S IDENTITY CARD**



**LEO ALDRINRAJ A S**

*Roll.No: 36090 / Course: M.B.A*

*Validity : June 2019 - May 2021*

*Leo Aldrinraj A S*  
Student signature

*[Signature]*  
Director



**SARANATHAN COLLEGE OF ENGINEERING**

**NH 45 B, Venkateswara Nagar, Panjappur,**

**Tiruchirappalli, Tamil Nadu 620012**

**DEPARTMENT OF ELECTRICAL AND ELECTRONICS  
ENGINEERING**

**ENTREPRENEURSHIP DEVELOPMENT**

**Saranathan College of Engineering**

**Events Conducted under Entrepreneurship Development Cell**

<b>Year</b>	<b>Name of the workshop/ seminar</b>	<b>Number of Participants</b>	<b>Date From – To</b>
<b>2019-2020</b>	Entrepreneurship Awareness Camp	75	23-01-2020 to 25-01-2020
	Entrepreneurship Awareness Camp	85	18-02-2019 to 20-02-2019
	Entrepreneurship Awareness Camp	110	18-09-2019 to 20-09-19
<b>2018-2019</b>	Entrepreneurship Awareness Camp	101	16-08-2018 to 20-08-2018
	Self Employment Skill Training	160	



# **Three days**

# **Entrepreneurship Awareness Camp**

## **September 18<sup>th</sup> -20<sup>th</sup>, 2019**

Organized by

**Entrepreneurship Development  
cell**

**Venue: MBA Seminar Hall**

**Saranathan College of Engineering,  
Venkateswara Nagar,  
Panjappur,Trichy-620012**

Chief Patron

**Sri S.Ravindran , Secretary, SCE**

Patrons

**Dr.D.Valavan,Principal,SCE  
Dr. K.Karthikeyan,Prof and Head-DoMs  
Head-Entrepreneurship Development cell**

Chief Guest

**Dr. S.Sundar  
Member , Management Committee  
Saranathan College of Engineering  
Tiruchirapalli**

Camp Coordinator

**Dr. M.Baritha Begum,  
Assistant Professor ,ECE,SCE**



**संघर्षा संघर्षा  
Government Of India  
DST-NSTEDB  
Ministry Of Science & Technology**

**In Association with**



**ENTREPRENEURSHIP  
DEVELOPMENT  
INSTITUTE OF INDIA**

# CAMP OBJECTIVE

The objective of the camp is to create awareness about various component of entrepreneurship as an unconventional career option and also to emphasize the merits of pursuing such an option. Additionally, this program also aims to bring collectively the experts from industries, government agencies working in the field of entrepreneurship and students of Management & Engineering to provide a forum for the open and prolific exchange of thoughts and information for becoming an entrepreneur. It will also discover the possible business opportunities and create all necessary awareness for incubating new startups.

## NEED FOR ENTREPRENEURSHIP

The economy of any country can be boosted only because of Entrepreneurship. India is not an exception to it. Our country is a land of Opportunities. The transition can be greatly assisted by the emergence of the large number of small scale and rural enterprise in all spheres of economic activity, which in turn requires the development of entrepreneur skills.

## SARANATHAN COLLEGE OF ENGINEERING-AT A GLANCE

Saranathan College of Engineering presents a whole range of career centric courses across diverse streams .The College is a pioneer in the field of higher education in Tamilnadu for about 20 years in research and innovation. The College is celebrating its bi decennial commemoration this year (1998-2018). About 2800 students pursue undergraduate, Post graduate courses in diverse disciplines. Saranathan College of Engineering is home for top ranking students under the disciplines in Engineering & Management.



# ABOUT NSTEDB, DST – NIMAT PROJECT

The National Science & Technology Entrepreneurship Development Board (NSTEDB), Dept. of Science & Technology, Govt. of India has appointed Entrepreneurship Development Institute of India (EDII) as its National Implementing & Monitoring Agency (NIMAT) for the following programmes:

1. Entrepreneurship Awareness Camp
2. Entrepreneurship Development Programme / Women Entrepreneurship Development Programme
3. Technology based Entrepreneurship Development Programme
4. Faculty Development Programme .

EDII as NIMAT will coordinate and monitor the above programmes for promoting entrepreneurship amongst Science & Technology target group through HRD and Entrepreneurship Development Strategy, at the national level.

## Workshop Contents

- Concept of Entrepreneurs, Enterprise and Entrepreneurship.
- Startup's
- Schemes of assistance and support available from banks and Government Agencies, Financial Institutions.
- Success stories of Entrepreneurs

## Target Participants & Registration

- Final year /III year students of Engineering.
- There is no registration fee for the programme.

### Camp Coordinator

**Dr. M.Baritha Begum**

Assistant Professor, Department of ECE,

Saranathan College of Engineering, Trichy-620012

**The Management, Principal & Staff of**

**SARANATHAN COLLEGE OF ENGINEERING**

Venkateswara Nagar, Panjappur, Trichy-12

INVITES YOU TO

**ENTREPRENEURSHIP AWARENESS CAMP**

September 18<sup>th</sup> -20<sup>th</sup>, 2019

Venue: MBA Seminar Hall @ 09.45 hours.

**Sponsored by**

**National Science and Technology Entrepreneurship Development Board  
(NSTEDB)**

**Department of Science & Technology, Govt of India, New Delhi**

**Organized by**

**Entrepreneurship Development Cell**

**Dr.M.Baritha Begum**  
Camp Coordinator-EAC

**Dr.K.Karthikeyan**  
HoD-MBA

**Dr.D.Valavan**  
Principal

**Sri.S.Ravindran**  
Secretary

  
HOD/MBA  
Dr. M. Baritha Begum, Principal  
Department of Management Studies  
Saranathan College of Engineering  
Trichy-12

  
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PRINCIPAL  
Saranathan College of Engineering  
TRICHY - 12.

# ENTREPRENEURSHIP AWARENESS CAMP

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## PROGRAMME SCHEMA

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Prayer Song followed by Tamil Thai Valzhthu

Lighting of Kuthvilaku

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Welcome Address

Dr.K.Karthikeyan , Prof & Head-MBA  
Head-Entrepreneurship Development  
Cell, SCE

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Felicitation

Dr.D.Valavan , Principal , SCE

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Camp Summary

Dr.M.Baritha Begum ,  
Assistant Professor, ECE , SCE and Camp Coordinator  
for EAC

---

Inaugural Address

Dr. S.Sundar  
Member , Management Committee  
Saranathan College of Engineering  
Tiruchirapalli

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**PROGRAMME SCHEDULE**

Day/Date	Session I 09.30-11.15 hours		Session II 11.30-12.45 hours		Session III 13.45 to 15.00 hours		Session IV (15.15 to 16.45 hours)	
	1 <sup>st</sup> 18/09/2019	Inauguration- Camp Objective, Entrepreneurship (general concepts only) <b>Dr. S. Sundar M.B.A., Ph.D</b> Formerly Professor, BIM, Trichy Registration & Inauguration		Historical background-Indian values vis-a-vis Entrepreneur ship and the present scenario <b>Mr.S.kalaivanan ,</b> <b>Govt.Entrepreneur</b> Development program coordinator		Identification of opportunities for entrepreneurs <b>Mr.Mohammed Asslam</b> <b>Arabian thandhoori</b> Tea, Trichy		Lectures by practicing entrepreneur's success stories- common problems faced by Entrepreneurs <b>Dr.M.Baritha Begum,</b> Assistant <b>Professor, Saranathan</b> <b>college of</b> <b>Engineering, Trichy</b>
2 <sup>nd</sup> 19/09/2019	Tech. & commercial Aspects of SSI unit (General concept only) <b>Dr.N.Manimekalai,</b> <b>Director &amp; Professor,</b> <b>Women Development cell,</b> <b>Bharathidasan University,</b> <b>Trichy</b>		Support and financial assistance from Govt. agencies, banks, financial institutions, SFCs and others securities demanded by FIs/banks etc <b>Mr.</b> <b>S.Sathish Kumar Manager-</b> <b>Indian Bank, SME Branch</b> <b>, Trichy</b>		Financial aspects of SSI unit including salient features of a project report <b>M.Rajamaheswari</b> <b>kamaraj Managing</b> <b>Partner Jayem</b> <b>Industries , Thanjavur</b>		Creativity and business- the man behind the venture -the behavioural scientist's approach <b>Prof. T. Venkatesan</b> <b>Director,</b> <b>Fifth-Wheel Drive,</b> <b>Trichy-3.</b>	
3 <sup>rd</sup> 20/09/2019	How to start a SSI unit (General concept about the Govt. formalities, rules & regulation, location, and different aspect of an industrial venture.) <b>Er.N.Kangasabapathi, President,</b> <b>TIDITSSIA, Trichy</b>		Dr.D.Valavan, Principal, Saranathan college of Engineering, Trichy <b>Student's feedback and</b> <b>Valediction.</b>		Mechanism of product selection and technology- assistance from R&D labs and others on choice of technology etc <b>Ms.Bindu</b> <b>Balakrishnan Assistant</b> <b>General Manager</b> <b>TREC-STEP, NITT</b> <b>Campus, Thuvakudi,</b> <b>Trichirappalli</b>		Discussion with participants for their reactions about the camp, ( Including factory visit) <b>TREC-STEP, NITT</b> <b>Campus, Thuvakudi,</b> <b>Trichirappalli –</b> <b>620015, Tamilnadu,</b> <b>India</b>	

  
 DR. S. SUNDAR  
 Professor & Head  
 Department of Entrepreneurship Studies  
 Saranathan College of Engineering  
 Tiruchirappalli 620 012

  
 PRINCIPAL  
 Saranathan College of Engineering  
 TRICHY - 12.

**ANNEXURE III**  
**LIST OF RESOURCE PERSONS**

S. NO	NAME AND ADDRESS	DESIGNATION	ORGANISATION
1.	Dr. S. Sundar M.B.A.,Ph.D	Formerly Professor	BIM,Trichy
2.	Mr.S.kalaivanan	Govt.Entrepreneur Development program coordinator	Govt.Entrepreneur Development program coordinator
3.	Mr.MohammedAsslam	Proprietor	Arabian Thandhoori Tea,Trichy
4.	Dr.M.Baritha Begum	Assistant Professor, Department of Electronics and Communication Engineering	Saranathan College Of Engineering
5.	Dr.N.Manimekalai	Director&Professor,	Women Development cell, Bharathidasan University, Trichy
6.	Mr. S.Sathish Kumar	Manager	Indian Bank,SME Branch Trichy
7.	M.Rajamaheswari kamaraj	Managing Partner	Jayem Industries ,Thanjavur
8	Prof. T. Venkatesan	Director	Fifth-Wheel Drive, Trichy-3.
9	Er.N.Kangasabapathi	President	TIDITSSIA,Trichy
10	Ms.Bindu Balakrishnan	Assistant General Manager	TREC-STEP, NITT Campus, Thuvakudi, Tiruchirappalli

  
Dr. S. Sundar  
Professor & Head  
Department of Management Studies  
Saranathan College of Engineering  
Tiruchirappalli - 620 012

  
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**ANNEXURE – IV**  
**LIST OF INDUSTRIES VISITED**

<b>Sr. No.</b>	<b>Name ,Address &amp; Contact Details</b>	<b>Type of Organization</b>
<b>1.</b>	<b>TREC-STEP, NITT Campus, Thuvakudi, Tiruchirappalli – 620015, Tamilnadu, India Tamil Nadu-India Ms.Bindu Balakrishnan Assistant General Manager binb_ts@yahoo.com&gt; + Ph:+91-431- 2500085 / 2500697 / 2500757</b>	<b>Incubation centre</b>

## **ENTREPRENEURSHIP AWARENESS CAMP**

### **POST PROGRESS QUALITATIVE REPORT**

Entrepreneurship is important as it has the ability to improve standards of living and create wealth, create new, innovated and improved products. NSTEDB-DST sponsored Entrepreneurship awareness camp, organized by entrepreneurship development cell Saranathan college of Engineering for three days (18.09.2019-20.09.19). Dr. M. Baritha Begum, Assistant Professor, Department of ECE is Camp coordinator of the Entrepreneurship awareness camp. 110 students from CSE, ECE, EEE, ICE, IT, Mech and Civil department participated in this camp.

On 18th September 2019, Dr. K. Karthikeyan, Prof & Head-MBA, Head Entrepreneurship Development Cell, Saranathan college of Engineering delivered the welcome address. Dr. D. Valavan, Principal, Saranathan college of Engineering delivered felicitation address. Dr. M. Baritha Begum Assistant Professor, ECE, Camp Coordinator for EAC, Saranathan college of Engineering, summarized about the Camp.

Dr. S. Sundar, MBA, Ph.D inaugurated the function and gave a clear vision about the objectives and the general concepts of entrepreneurship and the success stories of various unicorn companies and the competition between the companies on the first session.

The second session was held by Mr. S. Kalaivanan, govt, entrepreneur program coordinator who emphasized the need of becoming an entrepreneur and shared many schemes like UYEGP, PMEGP, NEEDS that functions for the entrepreneurs and all the ups and downs faced by entrepreneurs.

Afternoon first session was handled by young entrepreneur Mr. Mohammed Asslam, Arabian tandoor chai, Trichy who is really a very big inspiration to all the students. He shared all the real experiences and also self-confidence is always the best was narrated by him.

Dr. M. Baritha Begum, Assistant professor gave a clear idea and lectured the success stories of some entrepreneurs and common problems faced by them.

Next day 19<sup>th</sup> September 2019, morning first session was handled by Dr. N. Manimekalai, Director and professor, Women development cell, Bharathidhasan university provided the technical and commercial aspects of SSI units and how to build a SSI unit and she inspired by narrating the living examples of several women entrepreneurs.

Second session was handled by Mr. S. Sathish Kumar, Manager, Indian Bank to support the students and financially assist them for taking loan and various schemes that are available, SFCs and other securities demanded by FIs/banks etc.

Afternoon first session was handled by a "steel woman" M. Raja Maheswari Kamaraj, managing partner, Jeyam industries who emphasized and splashed her thoughts with a wide mouth and made all the students inspire and to think big without narrow mind.

Second session in the afternoon was held by an admiring professor T.Venkatesan, Director, 5<sup>th</sup> Wheel drive, Trichy to share his views on creativity and business-the man behind ventures and he behavioural scientists approach, who made all our students feel entertained and made them think about some serious issues about this area.

Third day, 20<sup>th</sup> September, 2019 morning first session was handled by Er.N.Kanaga sabapathi, President, TIDITSSIA explained us how to start a SSI unit and shared his general views about the govt formalities, rules and regulations, location and different aspects of an industrial venture.

Finally morning session was successfully over by valedictory function, Dr. S.Rajesh Assistant professor delivered the welcome address. Dr. S.M. Giriraj Kumar, Head of the department ICE gave the presidential address and distributed the certificates. Dr.M. Baritha Begum, Assistant professor Camp Coordinator for EAC proposed the vote of thanks, where many of our students gave us a positive feedback and they were really satisfied.

Afternoon session was on a industrial visit to NIT-TREC-STEP, Thuvakudi, where a professional explained the concept of their work and the achievements made by them. There were many small industries running on the TREC-STEP which was really good experience to visit and to know about all the sectors functioning there and the recent technology development over there!



Dr.D.Valavan , Principal delivered felicitation address during Inauguration









Dr.N.Manimekalai, Director and professor, Women development cell, Bharathidhasan University delivered a speech on technical and commercial aspects of SSI units





Dr. S.M. Giriraj Kumar, Head of the department ICE distributes the certificate to the students participated in three days Entrepreneurship awareness camp



Industrial visit NIT-TREC-STEP, Trichy



Industrial visit NIT-TREC-STEP, Trichy



HOD/MBA

A handwritten signature in black ink, appearing to read 'K. Karthikeyan', written over the printed name 'HOD/MBA'.

Dr.K.KARTHIKEYAN,MBA,PGDHRM,Ph.D.  
Professor & Head  
Department of Management Studies  
Saranathan College of Engineering  
Tiruchirappalli-620 012

A handwritten signature in black ink, written over the printed title 'PRINCIPAL'.

PRINCIPAL

**PRINCIPAL**  
**Saranathan College of Engineering**  
**TRICHY - 12.**

## SARANATHAN COLLEGE OF ENGINEERING

## ENTREPRENEURSHIP AWARENESS CAMP-ACQUITANCE FOR THE 3 DAYS EAC PROGRAM

S NO	Name of the Participant	18-Sep-19	19-Sep-19	20-Sep-19
1	R PREETHA	R Preetha	R Preetha	
2	SUDARRMAARI N	Sudarrmaari N		
3	JESHAL SALEEM	Jeshal Saleem	Jeshal Saleem	
4	CHANDRU P	Chandru P	Chandru P	
5	S KARTHEESWARAN	S Kartheeswaran	S Kartheeswaran	
6	MOHAMED ANSAR A S	Mohamed Ansar A S	Mohamed Ansar A S	
7	RAMAKRISHNAN R	Ramakrishnan R	Ramakrishnan R	
8	MOHAMMED JAVEED	Mohammed Javeed	Absent	
9	GOKUL B	Gokul B	Absent	
10	HARISH NAGARIJUN K	Harish Nagarijun K	Harish Nagarijun K	
11	Vijetha J	Vijetha J		
12	Suvetha S	Suvetha S		
13	Veera Harish M	Veera Harish M		
14	Leo Tamizhazhagan M	Leo Tamizhazhagan M	Leo Tamizhazhagan M	
15	A.Nandha Kumar	A.Nandha Kumar		
16	Karthi Vaidya P	Karthi Vaidya P	Karthi Vaidya P	
17	Jone Stervin.F	Jone Stervin.F	Jone Stervin.F	
18	SHABASH KHAN	Shabash Khan	Shabash Khan	
19	Sudharson N A	Sudharson N A	Sudharson N A	
20	M.PRAVEEN KUMAR	M.Praveen Kumar	M.Praveen Kumar	
21	Santhosh Kumar K	Santhosh Kumar K	Santhosh Kumar K	
22	R.RISHIKESH KUMAR	R.Rishikesh Kumar	R.Rishikesh Kumar	
23	Santhosh M	Santhosh M	Santhosh M	
24	T.ANANTH	T.Ananth	T.Ananth	
25	P.CHANDRAMOHAN	P.Chandramohan	P.Chandramohan	
26	CHANDRASEKAR.P	Chandrasekar.P	Chandrasekar.P	
27	AADIMAATHAVAN.K	Aadimaathavan.K	Aadimaathavan.K	
28	SHANMUGARAJESHWARAN.M	Shanmugarajeshwaran.M	Shanmugarajeshwaran.M	
29	S.KARTHICK	S.Karthick	S.Karthick	
30	HARIHARAN.K	Hariharaan.K	Hariharaan.K	
31	HARI PRIYA B	Hari Priya B	Hari Priya B	
32	MADHURANTHAGI THIRUNAVAI	Madhurantthagi Thirunavai	Madhurantthagi Thirunavai	
33	Kishor kumar . R	Kishor kumar . R	Kishor kumar . R	
34	DHURGA DEVI A	Dhurga Devi A	Dhurga Devi A	
35	KANIMOZHI SA	Kanimozhi SA	Kanimozhi SA	
36	Iniyaan .P	Iniyaan .P	Iniyaan .P	
37	N.Helix Richard	N.Helix Richard	N.Helix Richard	
38	Jaya prasanth M	Jaya prasanth M	Jaya prasanth M	
39	Prasanth R	Prasanth R	Prasanth R	
40	P. Praveen	P. Praveen	P. Praveen	
41	Azeet Kumar . E	Azeet Kumar . E	Azeet Kumar . E	
42	Joe Antanie AM	Joe Antanie AM	Joe Antanie AM	
43	Subramani.g	Subramani.g	Subramani.g	
44	Monesh.S	Monesh.S	Monesh.S	
45	Praveen Kumar K	Praveen Kumar K	Praveen Kumar K	
46	G.D.Deepika	G.D.Deepika	G.D.Deepika	

S NO	Name of the Participant	18-Sep-19	19-Sep-19
47	Ziad ahmed M		
48	K. Vedikalakshmi	K. Vedikalakshmi	K. Vedikalakshmi
49	Rehana begum. A		
50	A.Prathema Rachil		
51	Mohanapriya . S		
52	Srinivasan S	S. Srinivasan	S. Srinivasan
53	Srinivasan . N	S. Srinivasan	S. Srinivasan
54	Raesa Tanzila		
55	Sushrutan.G.S.		
56	R. NIVEDIDHA		
57	INFANT JOHN PRAVEENA		
58	K.m.kabilan		
59	Venkata Krishnan S		
60	Thileeban raaj H		
61	Rohan Marshall.D		
62	M.S.Mohamed Sameer Irfaan		
63	M .ARUN AVINASH		
64	Tharun Prasad T.M		
65	A.Ajay Arvind		
66	R. PASUPATHY SUBRAMANIAM	R. Pasupathy Subramaniam	R. Pasupathy Subramaniam
67	santhoshwaran.G		
68	Mohamed Ajmal		
69	Ashwin S		
70	Ijas Ahamed		
71	G.jerald joshwa		
72	M. Harish		
73	SUBBIAH SRINIVASAN G		
74	FAHAD. M		
75	MEENU ASHWINI R		
76	Shri Hari		
77	krishna kumar R		
78	SHARVIN SHAKESH P		
79	R.Aarthi	R. Aarthi	R. Aarthi
80	sneka.c		
81	BLAVANYA. B		
82	JAI SURYA. S		
83	Darshna S	Darshna	Darshna
84	Ishwarya Sivaraj		
85	Aravind Aparajith K		
86	S.Kavya Priyadarshini	S. Kavya Priyadarshini	S. Kavya Priyadarshini
87	Padma Shruthi . S	S. Padma Shruthi	S. Padma Shruthi
88	N.Sivasankar	N. Sivasankar	N. Sivasankar
89	Ishwarya Sivaraj		
90	Sona N	Sona	Sona
91	Madhumitha K	K. Madhumitha	K. Madhumitha
92	M.Bhuvanewari		
93	Beryl Susanna B		
94	Roshini Raj . M	Roshini Raj	Roshini Raj
95	shivani.k	K. Shivani	K. Shivani



96	M.Sagul Hameed	<del>S. Sagul</del>	<del>S. Sagul</del>
97	S. Gowtham Krishna	<del>S. Gowtham</del>	<del>S. Gowtham</del>
98	Prasanna Kumar R	PKOR	PKOR
99	Prasanna Kumar R	PKOR	PKOR
100	Thayalan G R	Thayalan	Thayalan
101	Vatsala Ramakrishnan	V. Ramakrishnan	V. Ramakrishnan
102	Oviya. G	O. G	O. G
103	Rasheed raja	R. Raja	R. Raja
104	Rohit Raj	R. Raj	R. Raj
105	R THIYAGARAJAN	R. Thyagarajan	R. Thyagarajan
106	R.KARTHIKEYAN	R. Karthikeyan	R. Karthikeyan
107	T. DINESH	T. Dinesh	T. Dinesh
108	S. KISORE	S. Kisor	S. Kisor
109	S. DHIVAKAR	S. Dhivakar	S. Dhivakar
110	N. IMMANUEL IRWIN	N. Irwin	N. Irwin
111	K.S. GOWRI GANEESH	K.S. Gowri Ganeesh	K.S. Gowri Ganeesh
112	S. ALAGU	S. Alagu	S. Alagu
113	R. JANANI (191036)	R. Janani	R. Janani
114			



# Saranathan College of Engineering

Venkateswara Nagar, Panjappur, Tiruchirappalli - 620 012



Sponsored by


**National Science and Technology Entrepreneurship Development Board (NSTEDB)**  
Department of Science & Technology, Govt of India, New Delhi

## Certificate of Participation

This is to certify that Mr/Ms Prasanth R - ECE of Saranathan College of Engineering, attended Three Days **Entrepreneurship Awareness Camp** from 18<sup>th</sup> to 20<sup>th</sup> of September 2019 organized by Entrepreneurship Development Cell, Saranathan College of Engineering, Tiruchirappalli.

  
Camp Co - Ordinator  
Dr. M. Baritha Begum

  
EDC - Co - Ordinator  
Dr. K. Karthikeyan

  
Principal  
Dr. D. Valavan



# Saranathan College of Engineering

Venkateswara Nagar, Panjappur, Tiruchirappalli - 620 012





Sponsored by

National Science and Technology Entrepreneurship Development Board (NSTEDB)  
Department of Science & Technology, Govt of India, New Delhi

## Certificate of Participation

This is to certify that Mr/Ms. Subramani, G ECE of  
Saranathan College of Engineering, attended Three Days Entrepreneurship Awareness  
Camp from 18<sup>th</sup> to 20<sup>th</sup> of September 2019 organized by Entrepreneurship Development  
Cell, Saranathan College of Engineering, Tiruchirappalli.

  
Camp Co - Ordinator  
Dr. M. Baritha Bogum

  
EDC - Co - Ordinator  
Dr. K. Karthikayan

  
Principal  
Dr. D. Valavan



# SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 620 012.

## Entrepreneurship Development Cell

DST NIMAT Project 2019 - 2020



*Three Days*

### **Entrepreneurship Awareness Camp**

*23<sup>rd</sup> January 2020 to 25<sup>th</sup> January 2020*



Date : 23/01/2020

Session: 1

Day : Thursday

Time : 09.30 am to 11.00 am

**Dr. S. Sundar**

Former Associate Professor & Placement Chairman

Bharathidasan Institute of Management (BIM)

Trichy









Date : 23/01/2020

Session: 2

Day : Thursday

Time : 11.15 am to 12.45 pm

**Mrs. S. Ponselvi**

Proprietor - Archana Millet Based Bakery &

Secretary - Women Entrepreneur Association

Trichy.







Date : 23/01/2020

Day : Thursday

Session: 3

Time : 01.30 pm to 3.00 pm

**Mr. A. Hillary Godwin**

**Founder & CEO**

**Future Business Executive**

**Trichy**





**Date : 23/01/2020**

**Day : Thursday**

**Session: 4**

**Time : 03.15 pm to 4.45 pm**

**Mr. R. Venkatesh**

**Entrepreneurship Coordinator**

**EDII - Trained Faculty**

**Trichy**





Date : 24/01/2020

Day : Friday

Session: 1

Time : 09.30 am to 11.00 am

**Mrs. Archana Ganapathy**

Director

Super Star Pizza

Trichy





Date : 24/01/2020

Session: 2

Day : Friday

Time : 11.15 am to 12.45 pm

**Dr. K. Karthikeyan**

Professor & Head

Department of Management Studies

Saranathan College of Engineering

Trichy-12







**Date : 24/01/2020**

**Session: 3**

**Day : Friday**

**Time : 01.30 pm to 3.00 pm**

**Mr. K. Susil Kumar**

**Regional Manager**

**Tamilnadu Industrial Investment Corporation (TIIC)**

**Trichy**





Date : 24/01/2020

Session: 4

Day : Friday

Time : 03.15 pm to 4.45 pm

**Mr. G. Raveendran**

General Manager/Deputy Director  
District Industries Centre (DIC)  
Trichy





Date : 25/01/2020

Day : Saturday

Session: 1

Time : 09.30 am to 11.00 am

**Mr. G. Padmanabhan**

Chief Manager

Indian Overseas Bank (IOB)

Thanjavur





Date : 25/01/2020

Session: 2

Day : Saturday

Time : 11.15 am to 12.45 pm













Date : 25/01/2020

Session: 3 & 4

Day : Saturday

Time : 01.30 pm to 3.00 pm

**Dr.-Ing. M. Duraiselvam**

Professor

Siemens Centre of Excellence in Manufacturing

National Institute of Technology

Trichy







Saranathan College of Engineering, Trichy-12

DST NIMAT Project 2019 - 2020

“Entrepreneurship Awareness Camp”

23<sup>rd</sup> January 2020 to 25<sup>th</sup> January 2020

Students Name List



S. No.	BRANCH	YEAR	STUDENT NAME	Batch No.	Category
41	EEE	III	NIRESH SHANKAR	203059	BC
42	EEE	III	R. SURENDRAN	203123	MBC
43	EEE	III	K.K. RAKESH	203074	BC
44	EEE	III	N. PRAVIN KUMAR	203068	BC
45	EEE	IV	K. ARULRAJA	193009	MBC
46	EEE	IV	SUDHARSAN	193102	BC
47	EEE	IV	SIDDHARTHAN	193092	BC
48	EEE	IV	SANTHOSH	193083	BC
49	EEE	IV	SHABASH KHAN	193087	BC(M)
50	ICE	II	S. NITISH ANAND	215023	BC
51	ICE	II	K.B. VICKRAM	215039	BC
52	ICE	III	S.P. MAHALAKSHMI	205031	OC
53	ICE	III	B. LAVANYA	205029	BC
54	ICE	III	P. SHARVIN SHAKESH	205050	BC
55	ICE	III	C. SNEKA	205054	OC
56	ICE	III	T. AKASH	205003	MBC
57	ICE	III	M. FAHAD	205014	BC(M)
58	ICE	III	P. HARIHARAN	205016	BC
59	ICE	III	M. FELIXNIRMALDOSS	205064	BC
60	IT	IV	MOHANAPRIYA	194031	MBC
61	IT	IV	M. LAKSHMI RATHANA	194029	BC
62	IT	IV	B. ABINAYA	194003	SC
63	IT	IV	R. AKSHAYAPRIYA	194008	BC
64	IT	IV	NIRAIMATHI	194034	OC
65	IT	IV	VANTHANA	194057	BC
66	IT	IV	S. JENIFER INFANTA	194023	BC
67	IT	IV	G.S. SUSHRUTAN	194051	BC
68	IT	IV	R. RAGESH	194061	BC
69	MECH	IV	K.S. SIVABHARATHI	196099	BC
70	MECH	IV	S. MANIKANDAN	196044	SC
71	MECH	IV	P.R. LIBIN GLASTAN	196043	BC
72	MECH	IV	V. KRISHANAKUMAR	196125	MBC
73	MECH	IV	A. THANVEER ELAHI	196107	BC
74	MECH	IV	N. NAVEEN KUMAR	196056	MBC
75	MECH	IV	K. VENKATESHWARAN	196145	BC
76	MECH	IV	C. PRETHEPAN	196129	BC
77	MECH	IV	M. VIGNESH	196110	BC
78	MECH	IV	D. ARAVINTH	196144	BC
79	MECH	IV	A. SARANRAJ	196086	MBC
80	MECH	IV	K. PRASANNA VENKATESH	196127	MBC
81	MECH	IV	M. SRIRAM	196101	BC
82	MECH	IV	N. SHAMEER	196097	BC(M)
83	MECH	IV	P. PRAVEEN KUMAR	196065	BC

Signature  
Principal  
Saranathan College of Engineering  
Trichy - 12

Signature  
Principal  
Saranathan College of Engineering  
TRICHY - 12.



# Saranathan College of Engineering

Venkateswara Nagar, Panjappur, Tiruchirappalli-620012



ENTREPRENEURSHIP  
DEVELOPMENT  
INSTITUTE OF INDIA



Sponsored by

**National Science and Technology Entrepreneurship Development Board  
(NSTEDB)**

Department of Science & Technology, Govt of India, New Delhi

## Certificate of Participation

This is to certify that Mr./Ms. Sivabharathi K.S. / B.E (Mech) - IV - year  
Saranathan College of Engineering, attended Three Days **Entrepreneurship Awareness Camp**  
from **23<sup>rd</sup> to 25<sup>th</sup> of January 2020** organized by Department of Entrepreneurship  
Development Cell, Saranathan College of Engineering, Tiruchirapalli.

Camp Co-ordinator

Dr. M. Ganesan

EDC Co-ordinator

Dr. K. Karthikeyan

Principal

Dr. D. Valavan

REDMI NOTE 6 PRO  
MI DUAL CAMERA





# **Three days**

# **Entrepreneurship Awareness Camp**

## **February 18<sup>th</sup> -20<sup>th</sup>, 2019**

Organized by

Department of Management Studies

Venue: MBA Seminar Hall

Saranathan College of Engineering,

Venkateshwara Nagar,

Panjappur, Trichy-620012

Chief Patron

Shri S. Ravindran , Secretary, SCE

Patrons

Dr. D. Valavan, Principal, SCE

Dr. K. Karthikeyan, Prof and Head-

DoMs, SCE

Chief Guest

**Prof Dr. S. Sundar ,**

**Member -Management Committee,  
Saranathan College of Engineering , Trichy**

Camp Coordinator

**Dr. V. Mahalakshmi,  
Assistant Professor DoMs, SCE**



संस्कृतं त्रयम्  
Government Of India  
DST-NSTEDB  
Ministry Of Science & Technology

**In Association with**



ENTREPRENEURSHIP  
DEVELOPMENT  
INSTITUTE OF INDIA

# CAMP OBJECTIVE

The objective of the camp is to create awareness about various component of entrepreneurship as an unconventional career option and also to emphasize the merits of pursuing such an option. Additionally, this program also aims to bring collectively the experts from industries, government agencies working in the field of entrepreneurship and students of Management & Engineering to provide a forum for the open and prolific exchange of thoughts and information for becoming an entrepreneur. It will also discover the possible business opportunities and create all necessary awareness for incubating new startups.

## NEED FOR ENTREPRENEURSHIP

The economy of any country can be boosted only because of Entrepreneurship. India is not an exception to it. Our country is a land of Opportunities. The transition can be greatly assisted by the emergence of the large number of small scale and rural enterprise in all spheres of economic activity, which in turn requires the development of entrepreneur skills.

## SARANATHAN COLLEGE OF ENGINEERING-AT A GLANCE

Saranathan College of Engineering presents a whole range of career centric courses across diverse streams .The College is a pioneer in the field of higher education in Tamilnadu for about 20 years in research and innovation. The College celebrated bi-decennial year in 2018. 2774 students pursue undergraduate, Post graduate courses in diverse disciplines. Saranathan College of Engineering is home for top ranking students under the disciplines in Engineering & Management. Department of Management Studies is incepted in the year 2002 and 16 batches passed out successfully with outstanding placement records. MBA Course is well received by the students with a consistent good placement records in the past and our alumni's are well placed in reputed companies.

# ABOUT NSTEDB, DST – NIMAT PROJECT

The National Science & Technology Entrepreneurship Development Board (NSTEDB), Dept. of Science & Technology, Govt. of India has appointed Entrepreneurship Development Institute of India (EDII) as its National Implementing & Monitoring Agency (NIMAT) for the following programmes:

1. Entrepreneurship Awareness Camp
2. Entrepreneurship Development Programme / Women Entrepreneurship Development Programme
3. Technology based Entrepreneurship Development Programme
4. Faculty Development Programme .

EDII as NIMAT will coordinate and monitor the above programmes for promoting entrepreneurship amongst Science & Technology target group through HRD and Entrepreneurship Development Strategy, at the national level.

## Workshop Contents

- Concept of Entrepreneurs, Enterprise and Entrepreneurship.
- Startup's
- Schemes of assistance and support available from banks and Government Agencies, Financial Institutions.
- Success stories of Entrepreneurs

## Target Participants & Registration

- Third /Final year students of Engineering and Management.
- There is no registration fee for the programme.

**Camp Coordinator**

**Dr.V.Mahalakshmi**

**Assistant Professor,Department of Management Studies,**

**Saranathan College of Engineering ,Trichy-620012**

**PROGRAMME SCHEDULE FOR EAC PROGRAMME FROM 18<sup>th</sup> February to 20<sup>th</sup> February ,2019 ( 3 days)**

Day/Date	Session I 10.30-11.15 hours	Tea Break 11.15 to 11.30	Session II 11.30-12.45 hours	Lunch 12.45 to 13.40	Session III 13.45 to 15.00 hours	Tea Break 15.00- 15.15	Session IV (15.15 to 16.45 hours)
	<b>1<sup>st</sup></b> 18/02/2019		<b>Registration &amp; Inauguration</b>		<b>Entrepreneurship – “Owning your Future”</b>  <b>Prof S.Sundar Management Consultant, Trichy</b>		<b>“Overcoming Myths of Entrepreneurship”</b>  <b>Dr.J.Rajesh, DoMs,SCE, Trichy</b>
<b>2<sup>nd</sup></b> 19/02/2019	<b>“Horn your Entrepreneurship Skills” An Interactive Session.</b>  <b>Mr.N.Ratna Kumar , Managing Director, Ramyas Hotels Pvt Ltd., Trichy</b>	<b>“ Project Feasibility Study- An overview”</b>  <b>Mr.S.Syed Muthaliff, DoMs,SCE, Trichy</b>	<b>“ Unstoppable – Be a true Entrepreneur”</b>  <b>Mr. Servath Khan –Trainer and Managing Partner- “Maathiyosi” Trichy</b>	<b>“ Networking – A Technique in Entrepreneurship”</b>  <b>Dr T. K Sridhar , Director , Singar Academy , Trichy</b>			





Dr. V. Mahalakshmi MBA &lt;mahalakshmi-mba@saranathan.ac.in&gt;

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**Inviting Students from Engineering Dept's for Three days-DST sponsored "Entrepreneurship Awareness Camp"-Reg.,**

6 messages

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**Dr. V. Mahalakshmi MBA** <mahalakshmi-mba@saranathan.ac.in>  
To: "Mr.Rajesh MBA Department" <rajesh-mba@saranathan.ac.in>

12 February 2019 at 16:28

Sir/Madam,

Greetings.

Department of Management Studies is facilitating a 3 days DST-NIMAT-EDII sponsored "Entrepreneurship Awareness camp" between February 18th - 20th, 2019 (3 days). We feel glad to invite engineering students to attend the same. Resource persons are invited from both industry and academic institutions to have interactive discussions with the students. Participation certificates will be provided to the students. At the end of the day, the students will be having an industrial visit in Trichy for 2 hours.

I Request you to nominate 10 students from each department ( Preferably III or IV final year students).

Interested students should register in the link given below

<https://goo.gl/forms/UGd0iY CmnoWp7H3u2>

A Line of Confirmation about students registration before 15/02/2019 is highly appreciated.

For any clarification,you may reach me via +91 98-945-640-73

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--

**Dr.V.Mahalakshmi**  
**Assistant Professor and Camp Coordinator for EAC**  
**Department of Management Studies,**  
**Saranathan College of Engineering,**  
**Trichy-12**  
**Ph- +91 -9894564073.**  
**[www.saranathan.ac.in](http://www.saranathan.ac.in)**

**"Love All Serve All"**

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**2 attachments** **BROCHURE.pdf**  
241K**PROGRAMME SCHEDULE.pdf**



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**Dr. V. Mahalakshmi MBA** <mahalakshmi-mba@saranathan.ac.in>  
To: "Dr. K.KARTHIKEYAN MBA HOD" <karthikeyan-mba@saranathan.ac.in>

14 February 2019 at 15:45

[Quoted text hidden]

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**Dr.V.Mahalakshmi**  
**Assistant Professor,**

[Quoted text hidden]

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**2 attachments**

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**Dr. K.KARTHIKEYAN MBA HOD** <karthikeyan-mba@saranathan.ac.in>

14 February 2019 at 16:01

To: sarastaff &lt;sarastaff@saranathan.ac.in&gt;

Cc: sarahod &lt;sarahod@saranathan.ac.in&gt;, "Principal of Saranathan College ," &lt;principal@saranathan.ac.in&gt;, "secretary ," &lt;secretary@saranathan.ac.in&gt;, "Dr. V. Mahalakshmi MBA" &lt;mahalakshmi-mba@saranathan.ac.in&gt;

Sir/Madam,

Greetings.

Department of Management Studies is facilitating a 3 days DST-NIMAT-EDII sponsored "Entrepreneurship Awareness camp" between February 18th - 20th, 2019 (3 days). We feel glad to invite engineering students to attend the same. Resource persons are invited from both industry and academic institutions to have interactive discussions with the students. Participation certificates will be provided to the students. At the end of the day, the students will be having an industrial visit in Trichy for 2 hours.

I Request you to nominate 10 students from each department ( Preferably III or IV final year students).

Interested students should register in the link given below

<https://goo.gl/forms/UGd0iY CmnoWp7H3u2>

A Line of Confirmation about students registration before 15/02/2019 is highly appreciated.

For any clarification,you may reach Dr.V.Mahalakshmi via +91 98-945-640-73



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**Dr.K.Karthikeyan,**  
**Professor & Head,**  
**Department of Management Studies,**  
**Saranathan College of Engineering,**  
**Trichy-12**  
**Ph- +91 -9442707778.**  
**www.saranathan.ac.in**

--

"தடங்கலில் பதுங்குபவர்கள் , சாதாரண மனிதர்கள்" .  
 "தடங்களைப் பதிப்பவர்கள் ,சாதனை மனிதர்கள்".

- முனைவர் கார்த்திகேயன்

## 2 attachments

 **BROCHURE.pdf**  
241K

 **EAC SCHEDULE.pdf**  
119K

**Dr. K.KARTHIKEYAN MBA HOD** <karthikeyan-mba@saranathan.ac.in>  
 To: "Dr. V. Mahalakshmi MBA" <mahalakshmi-mba@saranathan.ac.in>

15 February 2019 at 10:45

----- Forwarded message -----

From: **Dr.Dhanalakshmi HOD Civil Department** <dhanalakshmi-ce@saranathan.ac.in>

Date: Fri, 15 Feb 2019 at 10:13

Subject: Re: Inviting Students from Engineering Dept's for Three days-DST sponsored "Entrepreneurship Awareness Camp"-Reg.,

To: Dr. K.KARTHIKEYAN MBA HOD <karthikeyan-mba@saranathan.ac.in>

Dear Sir,

From the Department of Civil Engineering, the following students are nominated for attending the EDC from 18th Feb to 20th Feb 2019.

1. S. Abarna (III year)
2. P. Ellakiya Esthar (III year)
3. S. Shalini (III year)
4. S. Abdul Fazith (II year)
5. B. Gokul (II year)



With regards  
Dr. G. Dhanalakshmi  
HoD/Civil  
[Quoted text hidden]  
[Quoted text hidden]

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**Dr. V. Mahalakshmi MBA** <mahalakshmi-mba@saranathan.ac.in>  
To: dhvanisheth23@gmail.com, dheepthikrishsridharan@gmail.com, anukani177@gmail.com

15 February 2019 at 15:31

----- Forwarded message -----

From: **Dr. V. Mahalakshmi MBA** <mahalakshmi-mba@saranathan.ac.in>  
Date: Tue, 12 Feb 2019 at 16:28

[Quoted text hidden]  
[Quoted text hidden]

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**Dr.V.Mahalakshmi**  
**Assistant Professor,**

[Quoted text hidden]

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**2 attachments**



**BROCHURE.pdf**  
241K



**PROGRAMME SCHEDULE.pdf**  
204K

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**Dr. V. Mahalakshmi MBA** <mahalakshmi-mba@saranathan.ac.in>  
To: "Dr. K.KARTHIKEYAN MBA HOD" <karthikeyan-mba@saranathan.ac.in>, "Dr. M. GANESAN MECH" <ganesan-mech@saranathan.ac.in>

20 January 2020 at 16:24

[Quoted text hidden]

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**2 attachments**



**BROCHURE.pdf**  
241K



**PROGRAMME SCHEDULE.pdf**  
204K



# Saranathan College of Engineering

Venkatraswala Nagar, Postoffice: Tiruchirappalli-620012



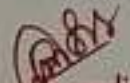
Sponsored by

**National Science and Technology Entrepreneurship Development Board (NSTEDB)**

**Department of Science & Technology, Govt of India, New Delhi**

## Certificate of Participation

This is to certify that Mr/Ms HEBEYA.V - ECE of  
Saranathan College of Engineering, attended Three Days Entrepreneurship Awareness Camp  
from 18<sup>th</sup> to 20<sup>th</sup> of February 2019 organized by Department of Management Studies,  
Saranathan College of Engineering, Tiruchirapalli.

  
Camp Co-ordinator  
Dr. V. Mahalakshmi

  
HOD—Management Studies  
Dr. K. Karthikeyan

  
Principal  
Dr. D. Valavan





**SARANATHAN COLLEGE OF ENGINEERING**

DEPARTMENT OF MANAGEMENT STUDIES



*Invites you for*

“Entrepreneurship Awareness Camp”

On **16<sup>th</sup> to 18<sup>th</sup> August, 2018**

Venue: **MBA Seminar Hall**

**Time: 9.30 a.m.**

All are cordially invited

HOD/MBA

*Dr.K.KARTHIKEYAN,MBA,PGDHRM,Ph.D.  
Professor & Head  
Department of Management Studies  
Saranathan College of Engineering  
Tiruchirappalli-620 012*

  
PRINCIPAL

**PRINCIPAL  
Saranathan College of Engineering  
TRICHY - 12.**





# Saranathan College of Engineering

Venkateswara Nagar, Panjappur, Tiruchirappalli-620012



Sponsored by

National Science and Technology Entrepreneurship Development Board (NSTEDB)  
Department of Science & Technology, Govt of India, New Delhi

## Certificate of Participation

This is to certify that Mr/Ms J. DIVYA DHARSHINI - ECE of Saranathan College of Engineering, attended Three Days Entrepreneurship Awareness Camp from 16<sup>th</sup> to 18<sup>th</sup> of August 2018 organized by Department of Management Studies, Saranathan College of Engineering, Tiruchirapalli.

Camp Co-ordinator

Dr. V. Mahalakshmi

HOD—Management Studies

Dr. K. Karthikeyan


Principal

Dr. D. Valavan

**DST -NIMAT PROJECT**

**PROFORMA FOR POST PROGRAMME REPORT (PPR) OF EAC**

1. Name & Address of Programme :  
Implementing Agency (with Tel/  
Fax /E-mail) **SARANATHAN COLLEGE OF  
ENGINEERING, VENKATESWARA  
NAGAR,PANJAPPUR,TRICHY-620012  
Ph : +91 8489915214/224**
  
2. Programme Location : **MBA Seminar Hall  
SARANATHAN COLLEGE OF  
ENGINEERING ,VENKATESWARA  
NAGAR,PANJAPPUR,TRICHY-620012**
  
3. Programme Date : **16/08/2018 , 18/08/2018 & 20/08/2018**
  
4. Name of the Camp Coordinator: **Dr.V.Mahalakshmi ,Assistant  
Professor,Department of Management  
Studies**
  
5. No of Candidates attended the  
programme : **101**
  
6. List of Participants **Annexure-I**
  
7. Program schedule **Annexure-II**
  
8. List of resource persons **Annexure-III**
  
9. List of Industries Visited **Annexure-IV**
  
10. Participant's feedback **Annexure-V**
  
11. Photograph's of the programme **Attached with this document**

  
Camp Coordinator  
(Dr. V. Mahalakshmi)

## ANNEXURE-I

## LIST OF PARTICIPANTS

SL NO	NAME OF PARTICIPANT	Age	Gender	EDUCATION	Category	AADHAAR NUMBER
1.	SHANURUTHA	23	FEMALE	MBA	SC	881630662940
2.	PRIYADHARSHINLS	23	FEMALE	MBA	GENERAL	519227169985
3.	SUGASHINI	22	FEMALE	MBA	GENERAL	417218924433
4.	KURALARASIJ	21	FEMALE	MBA	GENERAL	513611718685
5.	A.DIVYA	22	FEMALE	MBA	GENERAL	282888757238
6.	MARIA SELASTINA.A	22	FEMALE	MBA	GENERAL	215621966036
7.	K.JEYASRI	21	FEMALE	MBA	GENERAL	508795677082
8.	VITHAKI B	22	FEMALE	MBA	GENERAL	841541824959
9.	VIKRAM. V	22	MALE	MBA	GENERAL	548172334762
10.	J.BHUVANESWARI	22	FEMALE	MBA	GENERAL	593919168902
11.	SOWMIYA	22	FEMALE	MBA	OBC	887367312585
12.	VIJAYA	21	FEMALE	MBA	OBC	589546534335
13.	HRASHIKA	22	FEMALE	MBA	GENERAL	530132925269
14.	S.SATHYA PRIYA	23	FEMALE	MBA	OBC	885548442567
15.	SHREYA IYER	24	FEMALE	MBA	GENERAL	379443502431



16.	MANIKANDAN.K	22	MALE	MBA	OBC	820883488793
17.	B.ANTONY ROZARIO GNANARAJ	19	MALE	EEE	GENERAL	479551837604
18.	BALAJI V	25	FEMALE	MBA	GENERAL	271115564143
19.	SYED IBRAHIM	22	MALE	MBA	MINORITY	424917946754
20.	IRFHANNA AMEER.B	19	FEMALE	B. E(ICE)	MINORITY	582454625064
21.	R.VIJAYA SHANTHI	19	FEMALE	BE CIVIL	GENERAL	849183801422
22.	SRINATH	19	MALE	ENGINEERING	GENERAL	514942298277
23.	MONISHHA.S.K	21	FEMALE	MBA	GENERAL	486545958177
24.	ASHOKRAJ	22	MALE	MBA	OBC	368585242741
25.	SRIRAM.G	19	MALE	B.E/EEE	SC	524439954169
26.	SIVAGAMASUNDARI.E	19	FEMALE	B.E CIVIL	GENERAL	321494142890
27.	SURYAKUMAR.B	20	MALE	B.E	OBC	282368122514
28.	ARSHAD ALAM MOHAMMED .M	20	MALE	BE	MINORITY	522882878398
29.	RAMAN KANTH.R	20	MALE	MECHANICAL ENGINEERING	GENERAL	912243665664
30.	ABHISHEK.R	20	MALE	B.E MECHANICAL	GENERAL	323232003177
31.	VENKATARAMAN C	21	MALE	B.E	GENERAL	534927576539
32.	DIVYADHARSHINI J	19	FEMALE	BE ECE	SC	775392243887
33.	GOWTHAM KRISHNA	19	MALE	ENGINEERING	GENERAL	711657386031
34.	HEMAMALINI R	19	FEMALE	BE ECE	SC	897909960950
35.	ASHOKKUMAR	23	MALE	MBA	OBC	277330093942

36.	AJEYARAJ	23	MALE	MBA	GENERAL	257330093942
37.	LOGANATHAN S	22	MALE	MBA	GENERAL	537493059638
38.	HMHAMMED MENNA THULLAH	22	MALE	MBA	MINORITY	439767651145
39.	VIHA A PRIYA	21	FEMALE	MBA	GENERAL	9388009430008
40.	NIVEDHA V	22	FEMALE	MBA	GENERAL	7257141162259
41.	DURGA DEVID	21	FEMALE	MBA	OBC	2557662304129
42.	NIRMALA DEVI V.P	22	FEMALE	MBA	OBC	582362246002
43.	J.PAVITHRA	21	FEMALE	MBA	GENERAL	686880641813
44.	PREETHIMANOHARAN	21	FEMALE	MBA	GENERAL	50825416008786
45.	V.KANIMOZHI	22	FEMALE	MBA	GENERAL	3659454944400
46.	BALAJI V	24	MALE	MBA	GENERAL	2711133664145
47.	ASHIK AHAMED A	21	MALE	MBA	MINORITY	72578647826649
48.	GANESAN	23	MALE	B.E, MBA	OBC	4578225176282
49.	RUDHRA M	22	FEMALE	MBA	OBC	2562742294115
50.	B.LALITHA	21	FEMALE	BCOM	GENERAL	701844284053
51.	SUBAPRIYA SUHIRTHA VEENA P	21	FEMALE	MBA	GENERAL	703814652942
52.	PRABHAVATHY K	22	FEMALE	MBA	GENERAL	554993664598
53.	M.KIRTHIGA	21	FEMALE	MBA	OBC	751720077613
54.	S.M.AJITHKUMAR	20	MALE	B.E CIVIL	GENERAL	730865145199
55.	DIVYABHARATHI K	20	FEMALE	MBA	OBC	542736046355
56.	K.KARPAGAM	20	FEMALE	MBA	GENERAL	554293624810
57.	G.AARTHI	21	FEMALE	MBA	MINORITY	802072468194

58.	SRINITHI.A	21	FEMALE	MBA	MINORITY	894275265890
59.	A.SRINITHI	21	FEMALE	MBA	MINORITY	894275265890
60.	T.BANUMATHI	21	FEMALE	MBA	OBC	690033698209
61.	ADAIKALARAJ J	21	MALE	I MBA	MINORITY	430549034320
62.	SANDHIYA.S	21	FEMALE	MBA	MINORITY	581604557756
63.	SANDHIYA.S	21	FEMALE	MBA	MINORITY	581604557756
64.	PREETHA S	20	FEMALE	MBA	MINORITY	214513470248
65.	BHAVITHRADHARSHNI T	22	FEMALE	MBA	OBC	766963960734
66.	JEEVITHA. C	22	FEMALE	MBA	SC	678344836416
67.	P.SOWMIYA	21	FEMALE	MBA	GENERAL	373877691482
68.	ALAMELUMANGAI	21	FEMALE	MBA	GENERAL	276432449199
69.	MAHALAKSHMID	20	FEMALE	MBA	GENERAL	690973646058
70.	A AJITH KUMAR	22	MALE	MBA	SC	890922454085
71.	DEIVANAI	22	FEMALE	MBA	GENERAL	497617342270
72.	HUMERA BANU.M	20	FEMALE	MBA	GENERAL	249965720776
73.	PREETHI R	22	FEMALE	MBA	OBC	368904117601
74.	IMMANUVEL MOSES L	20	MALE	BA	OBC	573316666042
				ECONOMICS		
75.	MONISA N	20	FEMALE	MBA	OBC	878463405003
76.	J.MEEGA ANNABACKIYAM	20	FEMALE	MBA	MINORITY	779177877279
77.	CHRIS ABIGAYIL. A	22	FEMALE	MBA 1ST YR	MINORITY	772325322008
78.	M.GANGADEVI	21	FEMALE	MBA 1ST YR	OBC	297773372766

79.	M. GAYATHIRI	20	FEMALE	MBA 1ST	GENERAL	913769716870
YEAR						
80.	ILAKKIYA.R	20	FEMALE	MBA	GENERAL	498504351682
81.	A.K. SRUTHI	21	FEMALE	MBA	GENERAL	956571410838
82.	GAYATHIRI. S	20	FEMALE	MBA	GENERAL	928411645251
83.	DHVANI K SHETH	20	FEMALE	MBA	GENERAL	506696814466
84.	PRAVEEN R	21	MALE	MBA	GENERAL	680166910179
85.	SARANYA.M	20	FEMALE	BSC IT	MINORITY	974781228936
86.	K.KARTHIK	20	MALE	B.COM	OBC	504545287394
87.	N.NAVEEN RAJA	20	MALE	B.SC	OBC	559216640562
88.	S.G.VENKATARAMAN	21	MALE	MBA	GENERAL	923129380344
89.	J MOHAMED AJAS	20	MALE	MBA	MINORITY	667220955002
90.	M.PAVITHRA	21	FEMALE	MBA	GENERAL	452589441234
91.	R.JAYAKUMAR	22	MALE	B.E	OBC	551744201985
92.	PRASANNA KUMAR S	20	MALE	MBA	OBC	976663812521
93.	AARTHI	21	FEMALE	MBA	OBC	445036916547
94.	VENGADACHALAMP	20	MALE	MBA	MINORITY	203976637732
95.	P.KIRUTHIKA	20	FEMALE	MBA	GENERAL	650750998300
96.	VASUPRADHA R	22	FEMALE	MBA	GENERAL	827502585042
97.	ARUN KUMAR	21	MALE	MBA	OBC	830151601556
98.	M.SARAVANAN	25	MALE	BE	OBC	963702004395
99.	SUNDAR	22	MALE	MBA	OBC	874469707904

100.	DHEEPTHI	21	FEMALE	MBA	GENERAL	686255364792
101.	JANANAIRG	21	FEMALE	MBA	GENERAL	5226084499871

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ANNEXURE-II- PROGRAMME SCHEDULE

Day/Date	Session I 09.30-11.15 hours	Session II 11.30-12.45 hours	Session III 13.45 to 15.00 hours	Session IV (15.15 to 16.45 hours)
1 <sup>st</sup> 16/08/2018	Registration & Inauguration	Prospects of First Generation Entrepreneurs  Mr. C.Ramaswamy Desai Project Director, CR Solutions, Trichy	Dr. K. Karthikeyan  Prof & Head, MBA Saranathan College of Engineering, Trichy	Entrepreneurship what triggers?  Dr. G. Sivanesan Assistant Professor Jamal Institute of Management
2 <sup>nd</sup> 16/08/2018	Tea Break 11.15 to 11.30 hours  "Government Schemes to Prevent Unemployment" Dr. M. Malarvizhi Managing Director-Ismart Technologies, Manaparai Trichy.	An Insight into Financial Literacy and Credit counselling" A.J. Murthu Rtd Manager, ICB Freelance Trainer	Self Employment Opportunities"  Dr. V. Mainataishami Asst Prof, D.O.Ms., SCE	"Microfinance-A Different Perspective" A. Geetha CEO - Gramalaya Microfinance, Trichy
3 <sup>rd</sup> 20/08/2018	"Entrepreneurial Competencies" Dr. L. Sivakumaran Assistant professor Dept of Management Studies NIT, Trichy.	Validation	Industrial Visit to OCHET  ( Organisation for Rehabilitation of the Blind in Trichy)	

*[Signature]*  
PRINCIPAL  
Saranathan College of Engineering  
TRICHY - 12.

*[Signature]*  
PRINCIPAL  
Saranathan College of Engineering  
Trichy-620 012

*[Signature]*  
Camp Co-ordinator  
Dr. V. Manabalan


## ANNEXURE III

## LIST OF RESOURCE PERSONS

S. NO	NAME AND ADDRESS	DESIGNATION	ORGANISATION
1.	<b>Mr. C.Ramaswamy Desai</b> Project Director <b>C.R. Business Solutions</b> 1st Floor, Annai Complex Indian Bank Colony 1st Cross, KK Nagar Road, Trichy - 620021	<b>PROJECT DIRECTOR</b>	<b>CR SOLUTIONS,TRICHY</b>
2.	<b>Dr.K.Karthikeyan ,</b> <b>Department of Management Studies</b> Saranthan College of Engineering ,Trichy-620012.	<b>PROF &amp; HEAD,MBA</b>	<b>SARANTHAN COLLEGE OF ENGINEERING ,TRICHY</b>
3.	<b>Dr.G.Sivanesan</b> Jamal Institute of Management , 7,Race Course Road Khajanagar, Tiruchirappalli, Tamil Nadu 620020	<b>ASSISTANT PROFESSOR</b>	<b>JAMAL INSTITUTE OF MANAGEMENT</b>
4.	<b>Dr M.Malarvizhi</b> Managing Director-Ismart Technologies,Manapparai Manapparai, Tiruchirappalli, Tamil Nadu	<b>MANAGING DIRECTOR</b>	<b>ISMART TECHNOLOGIES,MANAPARAI TRICHY.</b>
5.	<b>Mr. AL. MUTTHU</b> Counsellor, IOB SNEHA <b>Financial Literacy and Credit</b> <b>Counselling Centre,</b> <b>Indian Overseas Bank</b> Pudukkottai	<b>MANAGER (RTD)</b>	<b>IOB</b>
6.	<b>Dr.V.Mahalakshmi</b> <b>Department of Management Studies</b> Saranthan College of Engineering ,Trichy-620012	<b>ASSISTANT PROFESSOR</b>	<b>SARANTHAN COLLEGE OF ENGINEERING ,TRICHY</b>
7.	<b>J.Geetha</b> CEO- Gramalaya Microfinance, C-62 B, 10th Cross,, Further West extension, Near Water Tank,, Thillainagar,, Tiruchirappalli, Tamil Nadu 620018	<b>CEO</b>	<b>GRAMALAYA MICROFINANCE</b>

8.	Dr. J. Sivasubramanian Assistant professor Expt of Management Studies NIT, Trichy-620015	ASSISTANT PROFESSOR	NATIONAL INSTITUTE OF TECHNOLOGY, TRICHY.
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 HOD/MBA  
 Dr. K. KARTHIKEYAN, MBA, PGDIPM, Ph.D.  
 Professor & Head  
 Department of Management Studies  
 Saranathan College of Engineering  
 Truchirupatti-620 012

  
 Camp Co-ordinator  
 Dr. V. Mahalakshmi.

  
 PRINCIPAL  
 PRINCIPAL  
 Saranathan College of Engineering  
 TRICHY - 12.



ANNEXURE - IV

LIST OF INDUSTRIES VISITED

Sr. No.	Name and Address Designation	Organisation
1.	Industrial Visit to <b>ORBIT</b> ( Organization for Rehabilitation of the Blind in Trichy) 2/19,Central Bus Station, Racquet Court Lane Tiruchirappalli, Tamil Nadu -620001	<b>ORBIT</b>



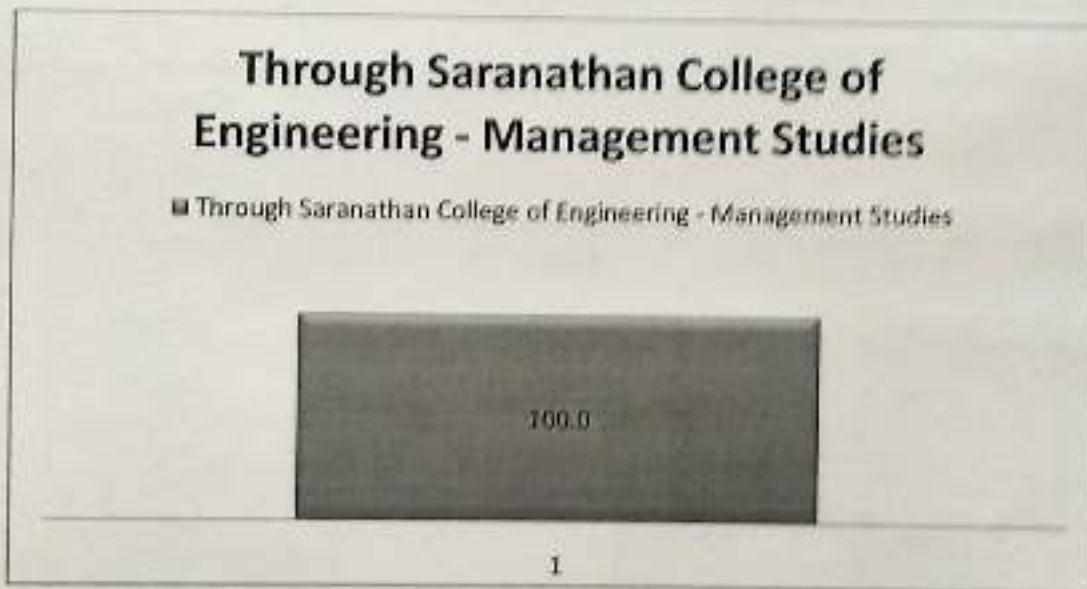
Camp Co-ordinator  
Dr. V. Mahalakshmi

ANNEXURE V

FEEDBACK- QUALITATIVE AND QUANTITATIVE

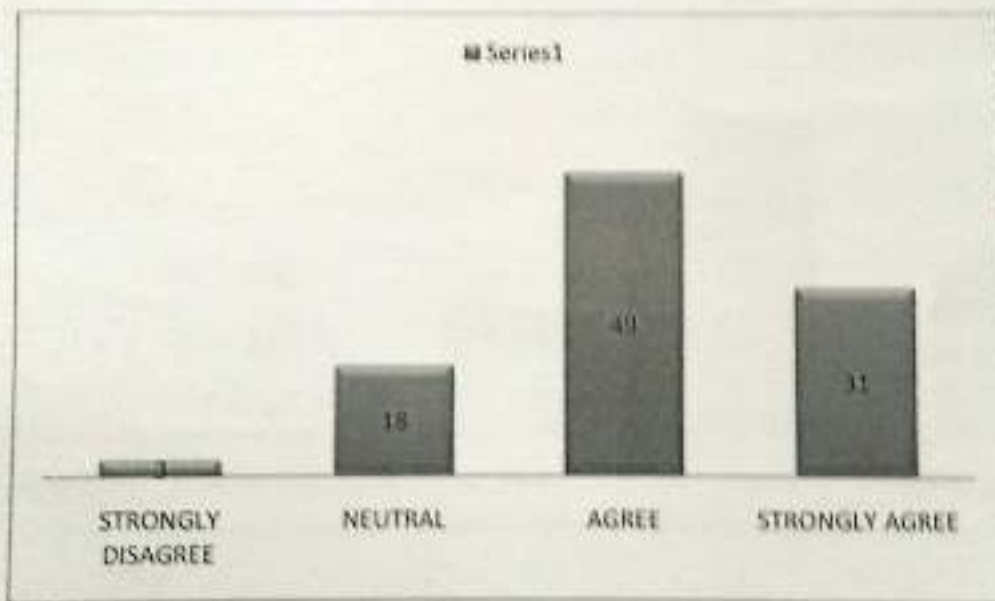
1. From where you got the information about this programme

PARTICULARS	FREQUENCY	PERCENT
Through Saranathan College of Engineering - Management Studies	101	100.0



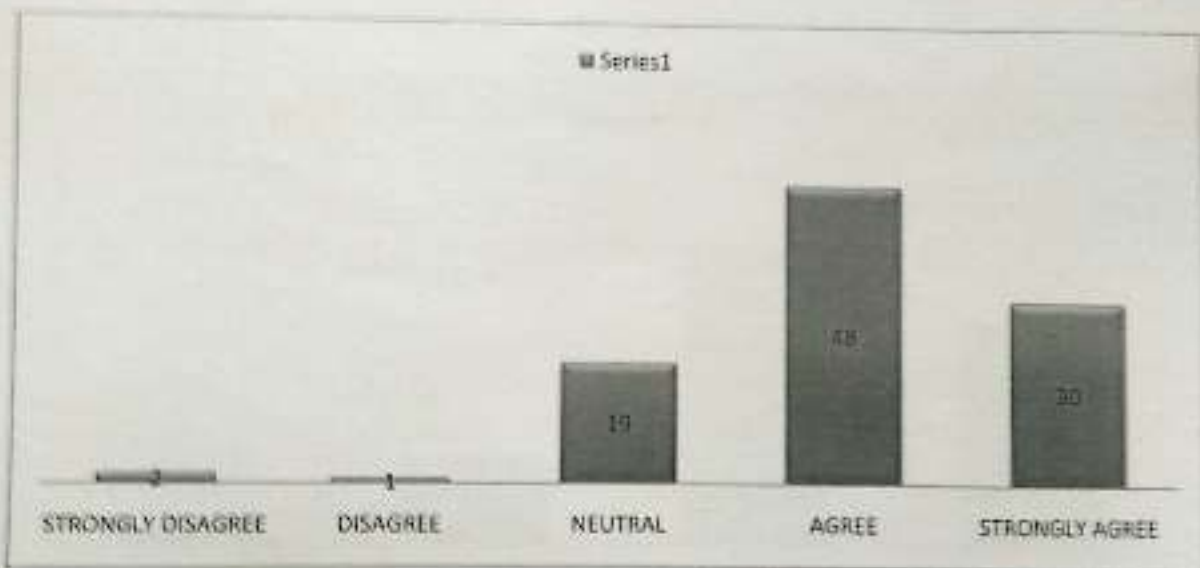
2. Duration of the programme is satisfactory and I aware about the entrepreneurship

PARTICULARS	FREQUENCY	PERCENT
STRONGLY DISAGREE	3	3.0
NEUTRAL	19	18.8
AGREE	48	47.5
STRONGLY AGREE	31	30.7
Total	101	100.0



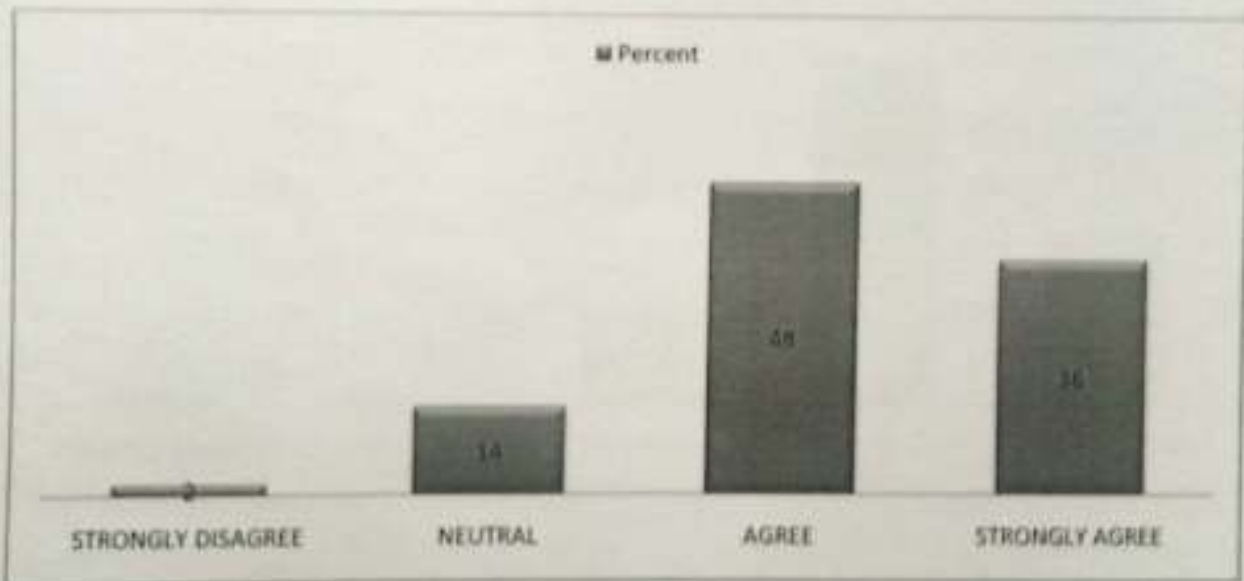
3. The Program was useful and it fulfilled my expectations

PARTICULARS	FREQUENCY	PERCENT
STRONGLY DISAGREE	2	2.0
DISAGREE	1	1.0
NEUTRAL	21	20.8
AGREE	46	45.5
STRONGLY AGREE	31	30.7
Total	101	100.0



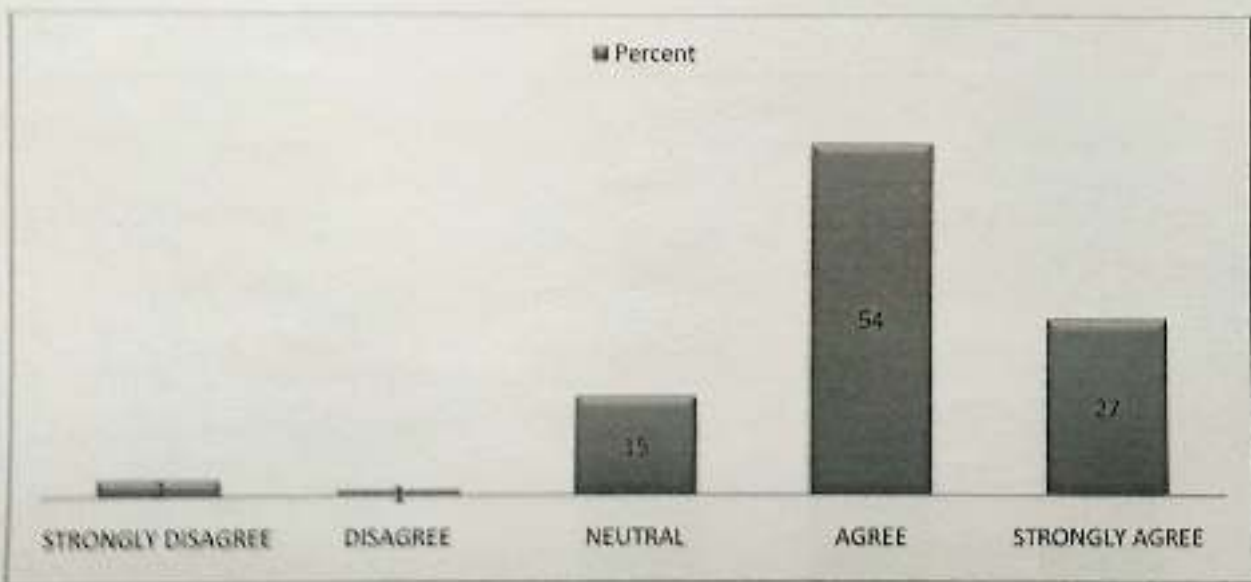
4. The Program was well planned for 3 days and organizing was good.

PARTICULARS	FREQUENCY	PERCENT
STRONGLY DISAGREE	2	2.0
NEUTRAL	15	14.9
AGREE	45	44.6
STRONGLY AGREE	39	38.6
Total	101	100.0



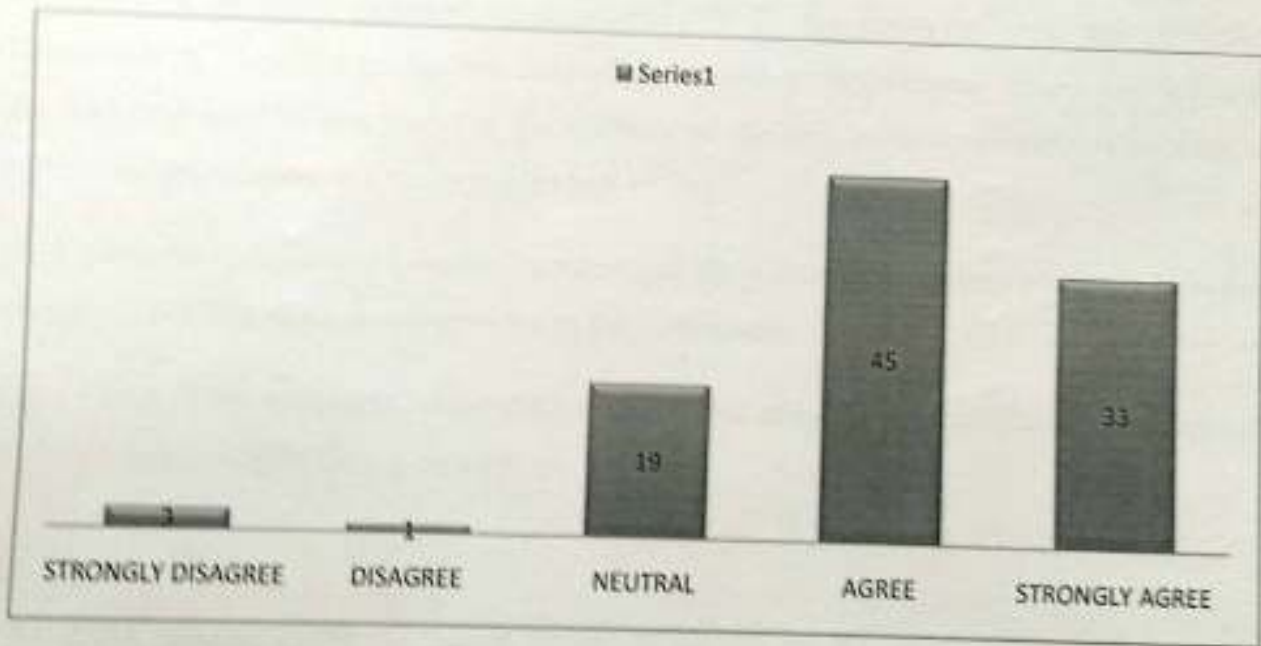
5. The Resource persons delivered the course content well and found to be implementable.

PARTICULARS	FREQUENCY	PERCENT
STRONGLY DISAGREE	3	3.0
DISAGREE	1	1.0
NEUTRAL	15	14.9
AGREE	54	53.5
STRONGLY AGREE	28	27.7
Total	101	100.0



6. After attending this program, I got a sense of being an entrepreneur in the near future.

PARTICULARS	FREQUENCY	PERCENT
STRONGLY DISAGREE		
DISAGREE	3	3.0
NEUTRAL	1	1.0
AGREE	20	19.8
STRONGLY AGREE	44	43.6
	33	32.7
Total	101	100.0



*(Signature)*  
 Camp Co-ordinator  
 Dr. V. Mahalakshmi.

**ENTREPRENEURSHIP AWARENESS CAMP**  
**POST PROGRESS QUALITATIVE REPORT**

Three days Entrepreneurship awareness camp (16/08/2018,18/08/2018 and 20/08/2018) was organized by Department of Management Studies, Saranathan College of Engineering, Trichy. Initially the programme was planned for 16<sup>th</sup> -18<sup>th</sup> August ,2018 only. After the Sad demise of Former Prime Minster Sri Atal Bihari Vajpayee , Tamilnadu Government declared holiday on 17<sup>th</sup> August,2018. The schedule of the day was postponed to 20<sup>th</sup> June ,2018 and completed successfully. The three-day camp saw a participation of 101 students from the blend of Engineering and Management courses who aspired to become entrepreneurs. Several established entrepreneurs shared their vast knowledge and experiences in their journeys to become successful.

The camp was inaugurated by **Mr C. Ramaswamy Desai**, Project Director, CR Solution, Trichy by lightening of Lamp followed by dignitaries. **Dr K. Karthikeyan**, Head and Professor, Department of Management Studies, Saranathan College of Engineering, Trichy had delivered the Welcome address and spoke to the students on the various options available to them to become an entrepreneur and conveyed his best wishes.

**Dr V.Mahalakshmi**, Camp Coordinator addressed the gathering by stating the Camp objective and gave a briefing about the programme to the participants.

Chief Guest of the programe , cited the success stories of numerous remarkable entrepreneurs with real time examples during his address.

**DAY I (16<sup>th</sup> August,2018)**

**Session I**

The first speaker for the day was Mr C. Ramaswamy Desai, Project Director, CR Solution, Trichy who invoked the session with prospectively educating the participating about "The Prospects of first generation Entrepreneurs". He briefed the session by inculcating the skills required to become a successful Entrepreneur by stating many instances like professor



Mahadevan who quit his financially secured job, Professor in Management at Madras University and traded an off-beat path to become the owner of hot breads and became a Multi-millionaire. He emphasized that "Every difficulty is a new opportunity" to shine as a businessman."

## Session II

The next speaker for the day was **Dr K. Karthikeyan**, Head and Professor, Department of Management Studies, Saranathan College of Engineering, Trichy he spoke with the title "The True Entrepreneur is a doer not a Dreamer". He motivated the students stating the True Entrepreneurs won't end up dreaming but they develop their skills where they can establish themselves as a Entrepreneurs and create the job on their own and for others too.

## Session III

It was headed by **Dr G. Sivanesan** form Jamal Institute of Management on the topic" Entrepreneurship: What Triggers it?"The Moto behind his lecture is towards "Be your own Boss", and he implanted the seeds in the minds of the students by sharing his own experience as a Successful Entrepreneur as his career option. He also said that he was looking forward to see some budding entrepreneurs from the college in the near future.

## DAY II (18<sup>th</sup> August ,2018)

### Session I

The second day of the event also commenced with a goodness. First Session of the speaker was **Dr M .Malarvizhi Baskar**, Managing Director of Ismart Technology with the title, "Governmental Schemes to Prevent Unemployment". She educated the students regarding various opportunities available to take their own startups with the assistance of Government of Tamil Nadu. Created Awareness about On-line websites available to apply for Government Funds. And also Eligibility criteria for Small and Medium Entrepreneurs to avail credit facility, Subsidies provided by the Government. The aim of her is to built confident and bring out more entrepreneurs within them.

## Session II

The session was headed by **Mr A.L Muthu**, Retired Manager, IOB Freelance Trainer with the topic "An Insight into Financial Literacy and Credit Councelling". He nurtures the talent of young students by enlightening them on various on Legal Implications, Procedures to avail financial assistance from banks for their Startups. Besides he feded them to understand the process and procedure involved in setting up a small and medium Enterprises

## Session III

**Dr V.Mahalakshmi**, Assistant Professor, Department of Management Studies, Saranathan College of Engineering, Trichy explored the session with the topic " Self-Employment Opportunities" as a mediocre trainer she inculcated the forces like Pull and Push factors forced the young generations to become an Entrepreneur. With the Success story of a women Entrepreneur named Rashi Narang she briefed the story behind her success and the strategy adopted to market her Product. She was awarded with "Women icons Asia 2018 award" for her renewable achievement.

## Session IV

**Mrs J. Geetha**, CEO of Gramalaya Microfincance she addressed the students with the title "Small Credits and Financing". Her major focus is towards the rural development. She discussed the aim of microfinance which is focusing towards the livelihood promotion for the women by financing them without any collateral by generating income on their own for their survival. Regarding this an awareness is built by proving skill training programmes, Technical support and other market linked promotional activities for rural development.

## Day III (20<sup>th</sup> August ,2018)

The last session was ended up by **Dr J. Sivasubramanian** from National Institute of Technology, Trichy. He shared his experience with the title "Entrepreneurial Competencies". The objective behind the session is to find new ideas and convert them into useful business concepts. For which he conducted Entrepreneurial Games and involved all the students to

participate by forming into various groups. In which he thought the students about Business Planning Strategies, Pricing Strategies, SWOT analysis and imparted how to assess Market Feasibility with the given situation.


#### **VALEDICTION:**

Valedictory function was organized to felicitate students on Successful completion of these three days camp on "Entrepreneurship awareness camp".

**Dr V.Mahalakshmi**, Camp Coordinator, Assistant Professor, Department of Management Studies, Saranathan College of Engineering, Trichy, welcomed the gatherings and shared the fruitful experience of three day programme. **Dr D. Valavan**, Principal, Saranathan College of Engineering, Trichy, delivered the valedictory address. The event ended up with feedback from the participants continued with Certificate Distribution. The three days camp Mission accomplished successfully and concluded by Mr Chandra Mouli, Professor, and Department of Management Studies by proposing Vote of Thanks.

#### **Industrial Visit:**

In the afternoon as a part of the Program all 101 students were taken to Industrial visit to ORBIT (**Organization for Rehabilitation of the Blind**) in Trichy. The students were shown around the factory where they got to observe the key processes involved. The staff at the workplace explained in detail on production process. The Company is functioned by having ultimate objective of providing employment opportunity to blind people. The students really motivated, after looking into the confidence and work clarity of the blind people.

  
Camp Co-ordinator  
Dr. V. Mahalakshmi



**SARANATHAN COLLEGE OF ENGINEERING**  
**TIRUCHIRAPALLI - 12**

**Dr. D. VALAVAN** B.E., M.Tech., Ph.D.  
**PRINCIPAL**

**Ref : EAC/MBA/AUG/01** **20<sup>th</sup> August, 2018**

**To**  
**Mr. S. B. Suresh**  
Project Director & Member Secretary DST-NEMAT Project  
Entrepreneurship Development Institute of India

**Subject : EAC-Post Progress Report-Regis.**  
**Sir,**

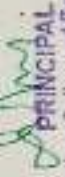
With Reference to the Entrepreneurship Awareness Camp conducted ( 16<sup>th</sup>, 18<sup>th</sup> and 20<sup>th</sup> of August, 2018), I am happy to submit the Post progress report, 101 students from Engineering and Management streams attended the program. The Post Progress Report consists of Annexure I to Annexure V which is as guided in the [www.ediindia.org](http://www.ediindia.org) website. Our Institution was approved with two proposals. One was conducted successfully and the second one is planned in January, 2019.

Thank for providing the opportunity to conduct the Entrepreneurship Awareness Camp.

Enclosure(s)

- List of Participants Annexure-I
- Program schedule Annexure-II
- List of resource persons Annexure-III
- List of Industries Visited Annexure-IV
- Participant's feedback Annexure-V

Sincerely

  
**PRINCIPAL**

Saranathan College of Engineering  
TRICHY - 12.



# PRADHAN MANTRI YUVA YOJANA

( Yuva Udyamita Vikas Abhiyan )

Ministry of Skill Development & Entrepreneurship  
Government of India

## Certificate of Completion

*This is to certify that **Kanishka M** from **Saranathan College Of Engineering, Chennai** has successfully completed the **Entrepreneurship Course (Orientation Module)** under the scheme in the year 2018.*

*Certificate No. PMYY/ COURSE 100/154984*

*Date: 20/12/2018*



*Director General, NIESBUD*

Signature Not Verified

Digitally signed by RAJESH AGGARWAL  
Date: 2019.05.01 11:42:38 IST



**WOMEN ENTREPRENEURS ASSOCIATION OF TAMIL NADU [WEAT]**  
And  
**SARANATHAN COLLEGE OF ENGINEERING, TRICHY**

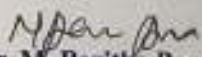
Jointly organised  
*Self Employment Skill Training*

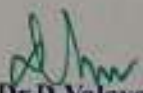
**Certificate**

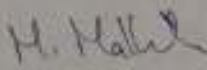
This is to Certify that ~~Mr./Ms.~~ **B. SANCHANA**

has actively participated and successfully completed the Training on "**FASHION JEWELS BASED**  
**ON SILK THREAD**" for Women/~~Men~~ held at Saranathan College of Engineering,

Trichy on 26th September 2017.

  
**Dr. M. Baritha Begum**  
EDC coordinator

  
**Dr. D. Valavan**  
Principal

  
**Smt. M. Mallika**  
Secretary, WEAT



WOMEN ENTREPRENEURS ASSOCIATION OF TAMIL NADU [WEAT]

And

SARANATHAN COLLEGE OF ENGINEERING, TRICHY

Jointly organised

Self Employment Skill Training

**Certificate**

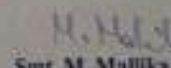
This is to Certify that ~~Mr.~~ *Ms.* **M. SHUNMATHI**.....

has actively participated and successfully completed the Training on "**FASHION JEWELS BASED**  
**ON SILK THREAD**" for Women held at Saranathan College of Engineering,

Trichy on 26th September 2017.

  
Dr. M. Haritha Begum  
EDC coordinator

  
Dr. D. Valavan  
Principal

  
Smt. M. Mallika  
Secretary, WEAT