



# GOBI ARTS & SCIENCE COLLEGE (AUTONOMOUS) GOBICHETTIPALAYAM CAREER GUIDANCE & PLACEMENT CELL



2024-2025

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## PLACEMENT REPORT

Career Guidance & Placement Cell was established in 1993 with a noble intention of providing awareness on career choice and ensuring placement opportunities to the students with all the potential skills that would enhance them to meet the demands of organizational world. It is represented by Dr. P. Narendiran, Placement Advisor and Dr. K. Kalaiselvi, Placement Director.

For the year 2024-2025 our students participated in recruitment drives with over 30 companies, both on and off-campus. The total number of students placed for this academic year were 675. Some Companies were Accenture, Nice Education, Sutherland , TCS, Hi- Citizen, Literact Fintech, Rinex Technology, Sureti IMF, Clarus, Sakthi Auto, Emerald Jewellery, KPR Women Employees Education Division, Virtuo spark, Pentagon Space, Marico India Private Limited, Cognizant, Desicrew, Wipro, Infosys, Bannariamman Institute of Technology, Sara Infotech, Fresherfy, Weblogix, Thiran 360 AI Internship etc..



S.NO	ROLL NO	NAME	DESIGNATION	SALARY	COMPANY
1	21BI138	GOWTHAM S SUNDARARAJAN	SYSTEM ASSCIOATE	3.4.LPA	ACCENTURE
2	2302004	NISHA MAGESH	SYSTEM ASSCIOATE	3.4.LPA	ACCENTURE
3	22MA040	ALAGESH VENKATACHALAM	SYSTEM ASSCIOATE	3.4.LPA	ACCENTURE
4	22MA042	GOKUL SETHUMADHAVAN	SYSTEM ASSCIOATE	3.4.LPA	ACCENTURE
5	22CS147	HARIHARAN SENTHILKUMAR	SYSTEM ASSCIOATE	3.4.LPA	ACCENTURE
6	22CS019	SRIPATHI DHANDAPANI	SYSTEM ASSCIOATE	3.4.LPA	ACCENTURE
7	22EL129	GOKULAPRASATH P	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
8	22EL116	PAVITHRA S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
9	22EL118	SASIPRIYA M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
10	22CO122	NAVEEYA P	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
11	22CO003	ANGAVARSHINI V R	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
12	22EC003	ABIRAMI G	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
13	22EC024	SOWBARNIKA M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION

14	2310113	VICHITHRA S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
15	2310103	HEERAF BEGAM Z	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
16	2310114	YAZHINI K M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
17	2310111	SUNMATHI M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
18	2310119	PAVITHRA K	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
19	2303010	KAVIYA S V	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	NICE EDUCATION
20	22CS235	SWAROOPA N	ASSOCIATE	2.5LPA	SUTHERNLAND
21	22CS222	PARVATHAVARDHINI	ASSOCIATE	2.5LPA	SUTHERNLAND
22	22CS224	PREETHI	ASSOCIATE	2.5LPA	SUTHERNLAND
23	22CA115	MOHANA S	ASSOCIATE	2.5LPA	SUTHERNLAND
24	22AI138	SRINATH	ASSOCIATE	2.5LPA	SUTHERNLAND
25	22IT209	JANANI C	ASSOCIATE	2.5LPA	SUTHERNLAND
26	22CO222	NARMATHA D	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
27	22CH047	MANIKANDAN P	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS

28	22BA005	GAYATHRI B	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
29	22CC246	LOGESWARAN V	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
30	22CC162	SHANKARPRAKASH M	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
31	22CC217	PARKAVI B	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
32	22CC127	SNEHA S R	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
33	22CO122	NAVEEYA P	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
34	22CO119	MYTHILI B	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
35	22CO138	SOWNDHRAYA V	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
36	22CO135	SHOBIYA SRI S	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
37	22CO212	KAVIYA SHREE V	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
38	22CO224	NITHYA SHREE M	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
39	22CO226	NIVETHINI A	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS

40	22CO231	RAMYA S B	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
41	22CO247	HARISUHANATH M P	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
42	22CO250	KISHORE B	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
43	22CO245	DHILIPKUMAR A	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
44	22CO259	RAAKUL KARTHICK M Y	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
45	22BI135	SACHIN R	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
46	22CC104	THANUSHIYA G	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
47	22CC108	HARIDHARANI R	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
48	22CC111	KEERTHANA K	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
49	22CC113	LAVANYA A	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
50	22CC123	RANJANI R	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
51	22CC130	SUJI K	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS

52	22CC131	SUMAIYA N	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
53	22CC155	PARTHIPAN M	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
54	22CC161	SARAVANA KUMAR M	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
55	22CC163	SIVAKUMAR D	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
56	22CC204	DHARSHANA V	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
57	22CC209	KANIMOZHI M S	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
58	22CC215	NANDHINI S	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
59	22CC218	PAVITHRA	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
60	22CC219	POOVITHA R	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
61	22CC220	PREMA LATHA E	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
62	22CC222	RATHI	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
63	22CC231	VANISHA	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS

64	22CC232	AJAY SHANKAR	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
65	22CC233	ARUNKUMAR	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
66	22CC237	DHARANISH B M	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
67	22CC241	JAYA PRAKASH P	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
68	22CC245	KIRUTHICK ROSAN	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
69	22CC249	NAVEEN	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
70	22CC253	RAGUL	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
71	22EC024	SOWBARANIKA M	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
72	22BA003	DEEPTHI	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
73	22BA010	INDHUMATHI	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
74	22BA017	PAVITHRA	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
75	22BA036	DHANARAJU	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS

76	22BA044	MANIVANNAN	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
77	22BA047	RAJA	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
78	22BA060	ASHWIN KUMAR	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
79	22CO002	AMUTHINI V	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
80	22CO015	KIRUTHIKA S	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
81	22CO047	SANJAY R	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
82	22CO058	VIMAL S	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
83	22EL108	LAVANYA K	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
84	22CP113	MAHATHI MINA	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
85	22BA144	MITHUNRAJ M	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
86	22BA118	VIDHYA BHARATHI K	BUSINESS PROCESS SERVICES	2.8 LPA	TCS-BPS
87	22CS235	SWAROOPA N	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN

88	22CS223	PAVITHRA S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
89	2303010	KAVIYA S V	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
90	22EC003	ABIRAMI G	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
91	22EC024	SOWBARNIKA	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
92	22EL114	NIRMALA T	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
93	22EL113	NANDHINI S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
94	22EL109	LEENALOKITHA R	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
95	22EL118	SASIPRIYA M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
96	22EL116	PAVITHRA S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
97	22EL110	MADHUSRI N	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
98	22EL102	DEEPIKA V	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
99	22CS108	ELAKKIYA J	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN

100	22CS110	GOPIKA S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
101	22CS112	HARINI S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
102	22CO106	GOPIKA A	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
103	22CO123	NEKA G	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
104	22AI112	NANDHINI M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
105	22AI105	HARINI S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
106	22AI101	AJITA M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
107	22CS225	RASIKA G	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
108	22CO122	NAVEEYA P	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
109	22CO222	NARMATHA D	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
110	22CO113	KIRUBAVATHI T	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
111	22PH015	NANTHINI M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN

112	22PH020	PRABHASHREE S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
113	2310111	SUNMATHI M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
114	2310105	MASANI SAI MAHARISHI M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
115	2310101	BCRNOT ANTHONY MARY A	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
116	2310102	HARSANA P	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
117	2310103	HEERAFBEGAM Z	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
118	2310107	POORNISAA K M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
119	2310119	PAVITHRA K	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
120	2310110	SHANMATHI A	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
121	2310115	SULIN JACKSON J K	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
122	22EL129	GOKULPRASANTH P	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
123	22EL128	GOKULVASAN J	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN

124	2310113	VICHITHRA S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
125	2308124	MARIYAMMAL K	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
126	22EL121	UMADEVI	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
127	22IT108	GOMATHI G	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
128	22IT168	HEMALATHA K	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
129	22CT166	AKILA V	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
130	22CS231	SOWMIYA M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
131	22EL112	MONIKA R	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
132	22EL119	SATHYA P	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
133	22EL101	AHALYA V	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
134	22CS115	JOTHIMANI A	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
135	22CO117	MALATHI T	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN

136	22CO110	JOTHIKA R	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
137	22AI106	HARIPRIYA K	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
138	22EL106	JANANI P	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
139	22EL136	MYTHILI R	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
140	22CS205	DURGADEVI M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
141	22CS221	NANDHINIPRIYA A	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
142	22CO207	HARIPRIYA P S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
143	22CO201	ABINAYA R	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
144	22CO229	PRIYADHARSHINI K A	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
145	22PH005	HEMA A	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
146	22PH017	NAVANISA R	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
147	2210106	NAVEENA M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN

148	2310116	PRIYADHARSHINI S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
149	2310109	SENBHAGA PRIYA S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
150	22EL132	MANIKANDAN S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
151	22AI138	SRINATH S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
152	22EL126	GIRIPRAKASH D	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
153	22EL134	SAKTHIVEL P	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
154	22EL131	JAMBULINGAM M	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
155	22EL133	MANOJKUMAR T	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
156	22EL124	ASWATH S	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
157	22CS204	DHARANI K K	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
158	22CS232	SRISHALINI R	COMMUNICATIVE ENGLISH TRAINER	2.2 LPA	HI-CITIZEN
159	22CT161	THINAKARAN	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH

160	22CS245	GOWTHAM G	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
161	22BA005	GAYATHRI B	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
162	22CO259	RAAKUL KARTHIK M	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
163	22CO250	KISHORE B	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
164	22CO231	RAMYA S B	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
165	22CO224	NITHYA SHREE M	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
166	22CO226	NIVETHINI A	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
167	22CO212	KAVIYASHREEE V	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
168	22BA011	KAVIYA G	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
169	22CO247	HARI SUHANTH M P	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
170	22CS010	MOHANAPRIYA M	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
171	22PH104	DHARSANA V	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH

172	22AI122	BARANI D	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
173	22CO136	SIVAKAMI M	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
174	22CS023	AKASH S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
175	22CO113	KIRUPAVATHI T	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
176	22CC145	HARI PRASAD M	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
177	22CC228	SUJITHRA R	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
178	22CC162	SHANKARPRAKASH M	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
179	22CC163	SIVAKUMAR D	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
180	22CS040	SATHISH KUMAR S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
181	22CS036	POOVARASAN G	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
182	22CA238	ENIYAVAN K	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
183	22CC220	PREMALATHA E	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH

184	22CS241	BHIVISHNAN R	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
185	22CO228	PRADHANA S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
186	22CS246	INBATHAMIZHAN S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
187	22CS257	PRAVIN S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
188	22CS248	KARTHIK M	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
189	22CT129	VEERALAKSHMI K	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
190	22CT134	ASRAF ALI A	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
191	22CS038	SABARI S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
192	22CS043	VEDHAVIYAS S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
193	22CS011	NAMITHA M	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
194	22CS017	REVATHI S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
195	22CS013	PREETHI A	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH

196	22CS108	ELAKKIYA J	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
197	22CC209	KANIMOZHI M S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
198	22CO157	RAGUL P	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
199	22BA047	RAJA K	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
200	22BA041	HARIHARASUDHAN G S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
201	22EL129	GOKULPRASATH P	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
202	22CO133	SANTHIYA R	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
203	22CO138	SOWNDHARYA V	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
204	22CC113	LAVANYA A	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
205	22CC101	AKSHAYAMATHI K	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
206	22CO122	NAVEEYA P	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
207	22CO229	PRIYADHARSHNI K A	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH

208	22CC118	OVIYA B	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
209	22CC108	HARIDHARANI R	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
210	22CS222	PARVATHAVARDHINI R	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
211	22EL109	LEENALOKITHA R	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
212	22CC124	RENAKADEVI S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
213	22CC123	RANJANI R	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
214	22CC111	KEERTHANA K	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
215	22CC112	KOKILAMBAL M	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
216	22CC245	KIRUTHICK ROSAN	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
217	22CC246	LOGESWARAN V	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
218	22CO210	JEEVITHA R B	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
219	22BA116	SUJITHA S	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH

220	22CS101	ABINAYANAGARAJAN	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
221	22CC236	DHANAJEYAN M	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
222	22CC241	JAYAPRAKASH	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
223	22CO154	LISHANTH G	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
224	22CO236	SOWMIYA M	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
225	22CC122	PRIYADHARSHINI K A	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
226	22CO240	VIVEKA K	BUSINESS PROCESS ASSOCIATE	3.6 LPA	LITERACT-FINTECH
227	22IT146	KRISHNA PRASATH K	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
228	22CS223	PAVITHRA. S	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
229	22IT168	HEMALATHA K	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
230	22IT108	GOMATHI.G	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
231	22CO247	HARI SUHANTH MP	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY

232	22IT233	ASOKKUMAR D	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
233	22CO206	P. HARIDHARANI	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
234	22CC209	M.S. KANIMOZHI	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
235	22BI135	SACHIN R	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
236	22AI101	AJITA	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
237	22CS032	KARTHIKVASANTH	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
238	22IT209	JANANI.C	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
239	22CH032	S.MOUNIYA	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
240	22 IT139	HARIPRASATH.K	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
241	22CS001	ABINAYA S	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
242	22CS010	MOHANAPRIYA.M	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
243	22CS132	SHRIMATHI A	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY

244	22CO113	KIRUPAVATHI. T	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
245	22CO156	MATHAN NIVAS M	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
246	21BI138	GOWTHAM SUNDARARAJAN	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
247	22BA135	HARISH.S	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
248	2301006	PARTHDEEPA N	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
249	22CA154	RAGUL R	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
250	22CS008	M.KOWSALYA	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
251	22CS148	INDHUPRAKASH	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
252	22EL118	M.SASIPRIYA	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
253	22CS028	S HARIPRASANTH	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
254	22AI123	BARATH A	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
255	22CH047	MANIKANDAN P	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY

256	22CA121	SANMATHI S	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
257	22CC127	S.R.SNEHA	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
258	22CS162	SUGANESH	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
259	22IT119	PREMA M.	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
260	22CO222	NARMATHA D	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
261	22CS108	J.ELAKKIYA	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
262	22CS113	HEMARANJANI M	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
263	22CS117	KIRUTHIKA SREE P	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
264	22CS047	SUBIKSHA	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
265	22CS253	MOHAN DEEPAK A	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
266	22CC146	JAGAN CJ	INSIDE SALES STRATEGIST	6.2 LPA	RINEX TECHNOLOGY
267	22-CC127	S.R.SNEHA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
268	22-CC-118	B.OVIYA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF

269	22-CP-118	S.RANJANI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
270	22-CO-226	A.NIVETHINI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
271	22-CC-209	M.S.KANIMOZHI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
272	22-CC-217	B.PARKAVI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
273	22-CC-202	V.DEEPIKA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
274	22-EL-110	N.MADHUSRI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
275	22-EL-108	K.LAVANYA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
276	22-CC-231	S.VANISHA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
277	22-CC-237	B.M.DHARANISH	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
278	22-CP-110	N.KIRUTHIKA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
279	22-CO-113	T.KIRUPAVATHI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
280	22-CC-122	K.A.PRIYADHARSHINI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
281	22-CO-240	K.VIVEKA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
282	22-CO-208	S.ILLAKIYA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
283	22-CA-224	K.SRIDEVI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF

284	22-CA-221	S.SANTHIYA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
285	22-CA-210	M.KANISHKAA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
286	22-C0212	V.KAVIYA SHREE	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
287	22-CO-259	M.Y.RAHUL KARTHIK	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
288	22-OT-116	S.MURUKANANTH	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
289	22-CT-166	V.AKILA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
290	22-CT-107	K.DURGA DEVI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
291	22-CT-101	N.BHAVADHARANI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
292	22-CT-121	J.NIVETHA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
293	22-CC-203	L.DHANUSHI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
294	22-CO-236	K.SOUMIYA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
295	22-CC-206	S.GOWSALYA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
296	22-CC-105	P.DIVYA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
297	22-CC-110	M.K.KARTHIKA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
298	22-CC-104	G.THANUSHIYA	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF

299	22-CC-108	R.HARIDHARANI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
300	22-CC-226	V.SRINITHI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
301	22-CC-207	K.HARINI	ASSOCIATE MANAGER	3.5 LPA	SURETI IMF
302	22BO009	A. INDHUJA	MEDICAL CODER RCM	2.2 LPA	CLARUS
303	22BO002	A.ADHIRAI	MEDICAL CODER RCM	2.2 LPA	CLARUS
304	22BO026	D. VAISHNAVI	MEDICAL CODER RCM	2.2 LPA	CLARUS
305	22BO006	DEEPIKA SUBRAMANI	MEDICAL CODER RCM	2.2 LPA	CLARUS
306	22BO008	DIVYA	MEDICAL CODER RCM	2.2 LPA	CLARUS
307	22BO037	G. VIJAYADHARSHINI	MEDICAL CODER RCM	2.2 LPA	CLARUS
308	22BO040	GOKULKANNAN K	MEDICAL CODER RCM	2.2 LPA	CLARUS
309	22BO041	GOPAL MUTHUSAMY	MEDICAL CODER RCM	2.2 LPA	CLARUS
310	22BO011	J. JEEVA	MEDICAL CODER RCM	2.2 LPA	CLARUS
311	22BO010	JAISRI S R	MEDICAL CODER RCM	2.2 LPA	CLARUS
312	22BO043	JOSEVA MELVIN KUMAR	MEDICAL CODER RCM	2.2 LPA	CLARUS
313	22BO026	K.RAJALAKSHMI	MEDICAL CODER RCM	2.2 LPA	CLARUS

314	22BO012	KALAIMANI NAGARAJ	MEDICAL CODER RCM	2.2 LPA	CLARUS
315	22BO013	KARTHIKA	MEDICAL CODER RCM	2.2 LPA	CLARUS
316	22BO014	KARTHIKADEVIL.R	MEDICAL CODER RCM	2.2 LPA	CLARUS
317	22BO017	MAHESHWARI. S	MEDICAL CODER RCM	2.2 LPA	CLARUS
318	22BO018	N. MALARVIZHI	MEDICAL CODER RCM	2.2 LPA	CLARUS
319	22BO054	NANDHINI S	MEDICAL CODER RCM	2.2 LPA	CLARUS
320	22BO051	NAVEENA GOVINDHAN	MEDICAL CODER RCM	2.2 LPA	CLARUS
321	22BO044	PRABHAKARAN A	MEDICAL CODER RCM	2.2 LPA	CLARUS
322	22BO004	E.ANUSRI	MEDICAL CODER RCM	2.2 LPA	CLARUS
323	22BO028	RATHIKA. P	MEDICAL CODER RCM	2.2 LPA	CLARUS
324	22BO029	S. ROHENI	MEDICAL CODER RCM	2.2 LPA	CLARUS
325	22BO006	S.DEEPIKA	MEDICAL CODER RCM	2.2 LPA	CLARUS
326	22BO021	S.MEYYARASI	MEDICAL CODER RCM	2.2 LPA	CLARUS
327	22BO033	S.THAVAMANI	MEDICAL CODER RCM	2.2 LPA	CLARUS
328	22BO045	SATHISHKUMAR A	MEDICAL CODER RCM	2.2 LPA	CLARUS

329	22BO031	SNEKA.C	MEDICAL CODER RCM	2.2 LPA	CLARUS
330	22BO038	T. YAMUNA SHREE	MEDICAL CODER RCM	2.2 LPA	CLARUS
331	22BO046	THAMARAISELVAN	MEDICAL CODER RCM	2.2 LPA	CLARUS
332	22BO025	V. PAVITHRA	MEDICAL CODER RCM	2.2 LPA	CLARUS
333	22BO049	YUGAN MARICHAMY	MEDICAL CODER RCM	2.2 LPA	CLARUS
334	22CO250	KISHORE.B	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
335	22CO122	NAVEEYA P	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
336	22CO257	NITHIYANANTHAN R	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
337	22CO258	PRADEEP B	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
338	22CO262	SASI KUMAR P	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
339	22CO241	ADITHYAN T	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
340	22CO247	HARI SUHANTH MP	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
341	22CO212	KAVIYA SHREE V	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
342	22CO252	MANOJKUMAR K	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
343	22CO222	NARMATHA D	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO

344	22CO226	NIVETHINI A	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
345	22CO126	POORNIMA R	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
346	22CC232	AJAYSHANKAR J	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
347	22CC233	ARUNKUMAR K	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
348	22CC147	JAYA SURYA R	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
349	22CC215	NANDHINI S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
350	22CC249	NAVEEN R	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
351	22CC251	POOVISH S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
352	22CC160	SANJAY RAJ P	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
353	22CC165	SUBBUKARTHIK V	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
354	22CP110	KIRUTHIKA N	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
355	22CP118	RANJANI S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
356	22CP120	SHARUMATHI S R	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
357	22CS202	DEEPIKA C	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
358	22CS027	GOKULAKRISHAN D	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO

359	22CS028	HARIPRASANTH S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
360	22CS032	KARTHIKVASANTH T	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
361	22CS006	KAYALVIZHI S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
362	22CS216	LOGANITHI M	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
363	22CS219	MONIKA S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
364	22CS220	NANDHINI K	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
365	22CS037	PRITHIVRAJ P	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
366	22CS041	SIVALINGAM	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
367	22CS042	SRIDHAR L	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
368	22CS232	SRISHALINI R	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
369	22SCS047	SUBIKSHA	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
370	22CS043	VEDHAVIYAS S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
371	22CS218	MENAKA K	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
372	22AI106	HARIPRIYA K	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
373	22AI109	KEERTHANA S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO

374	22AI112	NANDHINI M	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
375	22AI156	SAKTHI K	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
376	22AI108	KAVIYA SHREE AKV	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
377	22AI113	RAJASRI ESWARAN	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
378	22AI107	KAVIARASI V	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
379	22OT119	NAVEENKUMAR M	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
380	22OT121	VAITHESWARAN G	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
381	22IT135	ASHIK AHMED K	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
382	22IT138	GOPAL S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
383	22IT140	INDRAKUMAR S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
384	22IT143	KARUPPUSAMY N	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
385	22IT144	KAVINESH K	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
386	22IT145	KIRUBAKARAN A	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
387	22IT147	LOGESH P	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
388	22IT148	MADHESH V	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO

389	22IT150	MURUGANANTHAM M	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
390	22IT155	PRATHAP B	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
391	22IT156	RAJESH KUMAR K	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
392	22IT142	KARTHI N	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
393	22BA128	DINESH KUMAR E M	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
394	22BA116	SUJITHA S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
395	22BA026	SUREKA S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
396	22CA211	KAVIYA K	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
397	22CA215	NANDHINI S	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
398	22CA216	NITHISHA	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
399	22CA257	SAKTHIVEL J	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
400	22CA158	SANJAY R	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
401	22MA059	VAISHNAVI R	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
402	22EL129	GOKULPRASATH P	GRADUATE TRAINEE	2.7 LPA	SAKTHI AUTO
403	22CO212	KAVIYA SHREE V	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY

404	22CO126	POORNIMA R	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
405	22CO115	KOWSALYA V	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
406	22CO138	SOWNDHARYA V	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
407	22CO135	SHOBIYASRI S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
408	22CO124	NITHYASRI C	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
409	22CO247	HARISUGANTH M P	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
410	22CO226	NIVETHINI A	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
411	22CO120	NANDHINI V	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
412	22CO119	MYTHILI B	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
413	22IT106	GAYATHRI S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
414	22IT160	SELVASEKAR S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
415	22IT140	INDRA KUMAR S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY

416	22IT115	MOULIYA M	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
417	22IT138	GOPAL S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
418	22IT119	PREMA M	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
419	22IT109	GOWSALYA S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
420	22IT127	SHANMUGA PRIYA V	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
421	19IT207	JANANI T S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
422	22IT143	KARUPPUSAMY N	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
423	22IT144	KAVINESH K	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
424	22IT209	JANANI C	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
425	22IT148	MADHESH V	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
426	22IT214	MYVIZHI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
427	22IT218	PRINCY B	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY

428	22CS229	SHOBIYA A	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
429	22CS019	SRIPATHI D	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
430	22CS028	HARIPRASANTH S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
431	22CS222	PARVATHARARDHINI R	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
432	22CS117	KIRUTHIKA SREE	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
433	22CS116	KASTHURI M	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
434	22CS001	ABINAYA S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
435	22CS013	PREETHI A	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
436	22CS202	DEEPIKA C	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
437	22AI102	DEVAKI M	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
438	22AI112	NANDHINI M	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
439	22AI116	SARANYA R	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY

440	22AI115	SANTHIYA P	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
441	22AI111	MAHAMATHI M	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
442	22CA134	BALAJI S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
443	22CP110	KIRUTHIKA N	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
444	22CP120	SHARUMATHI S R	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
445	22CP107	KANISRI D	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
446	22CT122	PAVISHNI M	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
447	22CT101	BHAVADHARANI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
448	22CT121	NIVETHA J	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
449	22CT123	PREETHI JAYASUARUBA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
450	22CT127	SAVITHA S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
451	22CC109	JEEVITHA N	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY

452	22CC218	PAVITHRA S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
453	22CC108	HARIDHARAN R	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
454	22CC132	TAMILSELVI M	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
455	22CC128	SRIMATHI V	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
456	22CC231	VANISHA S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
457	22CC215	NANDHINI S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
458	22CC106	GOBIKA S A	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
459	22CC114	MAMATHI S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
460	22BI106	KESIKA N	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
461	22BI147	DHANALAKSHMI S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
462	22EL108	LAVANYA K	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
463	22CC232	MS.VANISHA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY

464	22CC218	S.PAVITHRA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
465	22CC215	S.NANDHINI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
466	22IT148	V.MADHESH	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
467	22CP110	N.KIRUTHIKA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
468	22CC106	S.A.GOBICA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
469	22CP120	S.R.SHARUMATHI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
470	22CS202	C.DEEPIKA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
471	22CS229	A.SHOBIA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
472	22IT127	V.SHANMUGAPRIYA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
473	22IT109	S.GOWSALYA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
474	22CT101	N.BHAVADHARANI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
475	22CT127	S.SAVITHA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY

476	22CT123	R.PREETHI JAYASVARUBA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
477	22IT126	SAROJINI PARVATHI T	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
478	22IT106	S.GAYATHIRI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
479	19IT207	JANANI.T.S	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
480	22IT115	M.MOULIYA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
481	22CT121	J.NIVETHA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
482	22IT218	B.PRINCY	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
483	22IT160	S.SELVASEKAR	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
484	22CT104	DHARANYA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
485	22IT219	M.PRIYANKA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
486	22CC214	MOUNIKA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
487	22IT117	P.NIVETHA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY

488	22AI105	S.HARINI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
489	22IT120	PRIYADHARSHINI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
490	22CC111	K.KEERTHANA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
491	22IT150	MURUGANANTHAM M	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
492	22CC123	R.RANJANI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
493	22IT227	SORNALAKSHMI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
494	22CS153	E.MANOJ	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
495	22CO256	NARAYANASAMY	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
496	22BA111	MANGAI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
497	22IT157	C.SAKTHIVEL	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
498	22CO250	B.KISHORE	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
499	22BA108	R.KOWSIKA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY

500	22CS162	S.SUGANESH	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
501	22CS126	B.PAVISRI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
502	22CS168	S.YUVARAJ	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
503	22CS046	S.ASHIKA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
504	22CS018	K.SIVAPRIYA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
505	22CS011	NAMITHA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
506	22CO259	M.V.RAAHUL KARTHIK	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
507	22CS005	K.KALPIKA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
508	22CS241	R.BHIVISHNAN	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
509	22CA136	R.DEVA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
510	22CA132	A.AJAY VIKRAM	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
511	22CS228	R.SATHANA SRI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY

512	22CS017	S.REVATHI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
513	22CA163	D.SUDHAKAR	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
514	22IT104	DHANUSHMATHI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
515	22IT125	G.SANTHIYA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
516	22AI126	K.JAGADEESH	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
517	22CA223	S.SHOBHANA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
518	22IT216	N.NIVYA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
519	22IT101	M.ABINAYA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
520	22AI156	K.SAKTHI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
521	22AI113	E.RAJASHREE	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
522	22AI108	A.K.V.KAVYASHREE	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
523	22AI107	V.KAVIYARASI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY

524	22AI714	SAKTHIMAHESWARI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
525	22AI155	M.SUREKA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
526	22AI148	P.GOKULKRISHNAN	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
527	22CO122	P.NAVEEYA	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
528	22CA141	JAGADEESH.M	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
529	22CA135	P.BHARANIDHARAN	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
530	22IT264	N.VARUN	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
531	22IT165	P.VIGNESH	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
532	22IT121	S.RAJESHWARI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
533	22CT108	ELAMATHI	DATE ENTRY OPERATOR	1.8 LPA	EMERALD JEWELLERY
534	2310105	MASANI SAI MAHARISHI .M	ASSISTANT PROFESSOR	1.92 LPA	KPR WOMEN EDUCATIONAL DIVISION
535	2310104	LOGAVANI.S	ASSISTANT PROFESSOR	1.92 LPA	KPR WOMEN EDUCATIONAL DIVISION

536	22AI159	KANIMOZHI	JAVA DEVELOPER	6.2 LPA	VIRUOS PARK
537	22CS117	A.KIRUTHIKASHREE	DIGITAL MARKETING	3.6 LPA	VIRUOS PARK
538	22BA040	HARIHARAN G S	DIGITAL MARKETING	3.6 LPA	VIRUOS PARK
539	22CS032	KARTHIVASANTH	JAVA FULLSTACK	1.8 LPA	PENTAGON SPACE
540	22CS035	MOHANKUMAR P	JAVA FULLSTACK	1.8 LPA	PENTAGON SPACE
541	22IT235	DHANAPRADHAP S	JAVA FULLSTACK	1.8 LPA	PENTAGON SPACE
542	22CS202	DEEPIKA C	JAVA FULLSTACK	1.8 LPA	PENTAGON SPACE
543	22AI116	SARANYA. R	JAVA FULLSTACK	1.8 LPA	PENTAGON SPACE
544	22CS140	AFZAL AHAMED A S	JAVA FULLSTACK	1.8 LPA	PENTAGON SPACE
545	22CH045	SHANMUGAM P	COMMERCIAL TRAINEE	1.8 LPA	MARICO
546	22-CH-047	MANIKANDAN P	COMMERCIAL TRAINEE	1.8 LPA	MARICO
547	2311116	MOHANRAJ D	COMMERCIAL TRAINEE	1.8 LPA	MARICO
548	22AI148	GOKUL KRISHNAN	COMMERCIAL TRAINEE	1.8 LPA	MARICO
549	2311111	NANDHAVARMAN R	COMMERCIAL TRAINEE	1.8 LPA	MARICO
550	22CT138	THATCHINAMORTHY C	COMMERCIAL TRAINEE	1.8 LPA	MARICO

551	22CO257	NITHIYANANTHAN R	COMMERCAL TRAINEE	1.8 LPA	MARICO
552	22-CO-247	HARI SUHANTH M P	COMMERCAL TRAINEE	1.8 LPA	MARICO
553	22CO258	PRADEEP B	COMMERCAL TRAINEE	1.8 LPA	MARICO
554	22CO122	NAVEEYA P	COMMERCAL TRAINEE	1.8 LPA	MARICO
555	22 CP 125	AYYASAMY V	COMMERCAL TRAINEE	1.8 LPA	MARICO
556	22CC204	DHARSHANA V	COMMERCAL TRAINEE	1.8 LPA	MARICO
557	22CC148	KARTHIKEYAN M	COMMERCAL TRAINEE	1.8 LPA	MARICO
558	22CC258	SIVASURYA S	COMMERCAL TRAINEE	1.8 LPA	MARICO
559	22CC159	SAMPATH S	COMMERCAL TRAINEE	1.8 LPA	MARICO
560	2303101	ARCHITHAA P M B	COMMERCAL TRAINEE	1.8 LPA	MARICO
561	22CC246	LOGESWARAN N	COMMERCAL TRAINEE	1.8 LPA	MARICO
562	22CS225	RASIKA G	ANALYST TRAINEE	2.75 LPA	COGNIZANT
563	22CS235	SWAROOPA N	ANALYST TRAINEE	2.75 LPA	COGNIZANT
564	22CS253	MOHAN DEEPAK A	ANALYST TRAINEE	2.75 LPA	COGNIZANT
565	24IT118	NISHASNTHINI	INTERNSHIP	1.2 LPA	THIRAN 360-AI-INTERNSHIP

566	24OT107	MOHAMMAD SHAHID	INTERNSHIP	1.2 LPA	THIRAN 361-AI-INTERNSHIP
567	24CS037	SARAN KUMAR	INTERNSHIP	1.2 LPA	THIRAN 362-AI-INTERNSHIP
568	23CS034	MAHI BALAN	INTERNSHIP	1.2 LPA	THIRAN 363-AI-INTERNSHIP
569	23CS042	VASANTH KUMAR	INTERNSHIP	1.2 LPA	THIRAN 364-AI-INTERNSHIP
570	23CS038	NITHYANANTHAN	INTERNSHIP	1.2 LPA	THIRAN 365-AI-INTERNSHIP
571	23CS028	GIRISHANKAR	INTERNSHIP	1.2 LPA	THIRAN 366-AI-INTERNSHIP
572	22CS223	PAVITHRA	INTERNSHIP	1.2 LPA	THIRAN 367-AI-INTERNSHIP
573	22CS048	NAVEEN	INTERNSHIP	1.2 LPA	THIRAN 368-AI-INTERNSHIP
574	22CS047	SUBIKSHA	INTERNSHIP	1.2 LPA	THIRAN 369-AI-INTERNSHIP
575	22OT125	KANNIYAMMAL J	INTERNSHIP	1.2 LPA	THIRAN 370-AI-INTERNSHIP
576	22OT104	SOUMIYA RAMESH	INTERNSHIP	1.2 LPA	THIRAN 371-AI-INTERNSHIP
577	2309113	DEEPAK V	INTERNSHIP	1.2 LPA	THIRAN 372-AI-INTERNSHIP
578	22OT116	MURUKANANTH	INTERNSHIP	1.2 LPA	THIRAN 373-AI-INTERNSHIP
579	22OT117	NANDHAKISHORE S	INTERNSHIP	1.2 LPA	THIRAN 374-AI-INTERNSHIP
580	22OT124	RASMITHA R	INTERNSHIP	1.2 LPA	THIRAN 375-AI-INTERNSHIP

581	2203005	DHARANI	INTERNSHIP	1.2 LPA	THIRAN 376-AI-INTERNSHIP
582	22CS231	SOUMIYA M	INTERNSHIP	1.2 LPA	THIRAN 377-AI-INTERNSHIP
583	23CS002	ARCHANA R	INTERNSHIP	1.2 LPA	THIRAN 378-AI-INTERNSHIP
584	23CP164	SHIYAAM SIVASAMY	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
585	22CS260	SASITHARAN	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
586	24CI143	SANTHOSH KUMAR B V	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
587	23CP162	SARAVANAKUMAR	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
588	22CS207	GOBIKA S	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
589	22CS222	PARVATHA VARDHINI R	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
590	22CS229	SHOBIYA A	BUSNIESS SUPPORT EXECUTIVE (PART	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI

			TIME)		
591	24CI142	K RAGU	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
592	24CI130	R KIRUTHICK	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
593	23CA108	KEERTHANA K	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
594	23CA103	GOBIKA T	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
595	22CI741	PUGALENTHI K	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
596	24CC120	NANDHINI R	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
597	22BI103	GOWSALYA SRI	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
598	23CA204	M GOMATHI	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
599	23BO001	ARCHANA S	BUSNIESS SUPPORT EXECUTIVE (PART	0.72LPA	DHAMUCHETTIAR

			TIME)		NAGAIMAALIGAI
600	24CC156	RITHAN L A	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
601	24CI121	DHARUNEESH S	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
602	22BI101	ABI K	BUSNIESS SUPPORT EXECUTIVE (PART TIME)	0.72LPA	DHAMUCHETTIAR NAGAIMAALIGAI
603	230801	CHANDRIKA .D	INTERN TRAINER	1.8 LPA	BANNARI AMMAN INSTITUTE OF TECHNOLOGY
604	2308118	PRIYA DHARSHINI .M.S	INTERN TRAINER	1.8 LPA	BANNARI AMMAN INSTITUTE OF TECHNOLOGY
605	2302015	RENUGA DEVI .M	INTERN TRAINER	1.8 LPA	BANNARI AMMAN INSTITUTE OF TECHNOLOGY
606	2302002	KIRUTHIKA .R	INTERN TRAINER	1.8 LPA	BANNARI AMMAN INSTITUTE OF TECHNOLOGY
607	22MA042	GOKUL .S	INTERN TRAINER	1.8 LPA	BANNARI AMMAN INSTITUTE OF TECHNOLOGY
608	2310105	MASANI SAI MAHARISHI .M	INTERN TRAINER	1.8 LPA	BANNARI AMMAN INSTITUTE OF TECHNOLOGY
609	2310115	SUBIN JACKSON J.K	INTERN TRAINER	1.8 LPA	BANNARI AMMAN INSTITUTE OF TECHNOLOGY

610	22OT111	GIRIVIUIN BAKKIYARAJ	INTERN TRAINER	1.8 LPA	BANNARI AMMAN INSTITUTE OF TECHNOLOGY
611	22CS161	SHARMA .A	INTERN TRAINER	1.8 LPA	BANNARI AMMAN INSTITUTE OF TECHNOLOGY
612	22CS032	KARTHIK VASANTH .T	INTERN TRAINER	1.8 LPA	BANNARI AMMAN INSTITUTE OF TECHNOLOGY
613	2313118	POONGULALI J	BUSINESS DEVELOPMENT EXECUTIVE	2.4 LPA	PLASMID,BANGALORE
614	2313119	POORANI R	BUSINESS DEVELOPMENT EXECUTIVE	2.4 LPA	PLASMID,BANGALORE
615	2313150	PALANISAMY S.R.	BUSINESS DEVELOPMENT EXECUTIVE	2.4 LPA	PLASMID,BANGALORE
616	2313112	LAVANYA.K	BUSINESS DEVELOPMENT EXECUTIVE	2.4 LPA	PLASMID,BANGALORE
617	2313152	PRAVEEN .V	BUSINESS DEVELOPMENT EXECUTIVE	2.4 LPA	PLASMID,BANGALORE
618	2313125	SANTHIYA.S	BUSINESS DEVELOPMENT EXECUTIVE	2.4 LPA	PLASMID,BANGALORE

619	22CA115	MOHANA.S	GRADUATE TRAINEE	1.96 LPA	INFOSYS
620	22MA042	GOKUL.S	GRADUATE TRAINEE	1.97 LPA	INFOSYS
621	22CA207	GOWSIKA S	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
622	22AI150	DEEPIKA	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
623	22CS001	ABINAYA	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
624	2304002	GOWSALYA	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
625	22IT128	SONIYA	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
626	22CA113	KAVIYA	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
627	2304003	HARITHA	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
628	2304010	SUBASRI	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
629	2304001	ABINAYA	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
630	22AI109	KEERTHANA	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
631	22CA124	SHEELA	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD

632	22IT106	GAYATHIRI	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
633	22BA028	THILAGAVATHI	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
634	22BA016	PADMAVATHI	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
635	22CS262	SURYA	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
636	22AI143	VIJAYAVARMAN	TRAINEE QA	1.8 LPA	DESICREW SOLUTIONS PRIVATE LTD
637	2313155	SANJAY G S	MANAGEMENT TRAINEE	5.28 LPA	TCS-MBA CAT
638	2313110	KEERTHI M	MANAGEMENT TRAINEE	5.28 LPA	TCS-MBA CAT
639	22IT220	RAJESWARI	GRADUATE TRAINEE	1.98 LPA	TCS-SMART
640	22CS101	ABINAYA N	GRADUATE TRAINEE	1.98 LPA	TCS-SMART
641	22MA040	ALAGESH VENKATACHALAM	GRADUATE TRAINEE	1.98 LPA	TCS-SMART
642	22CS142	BARATH V	GRADUATE TRAINEE	1.98 LPA	TCS-SMART
643	22MA042	GOKUL SETHUMADHAVAN	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
644	22IT207	GOWRI PRIYA PERIYASAMY	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
645	22CA207	GOWSIKA S	GRADUATE TRAINEE	1.96 LPA	TCS-SMART

646	22CS028	HARIPRASANTH S	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
647	22CS006	KAYALVIZHI S	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
648	22CA210	M KANISHKAA	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
649	22AI112	NANDHINI M	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
650	22IT215	NIVASHINI A S	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
651	22MA045	PRAVEEN JAYABALAN	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
652	22CS013	PREETHI ANNADURAI	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
653	22CT125	PRIYADHARSHINI LOGESWARAN	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
654	22CS225	RASIKA G	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
655	22CA121	SANMATHI SARAVANAN	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
656	22CA225	SOWMIKA MURUGESAN	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
657	22CS137	SWATHI G	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
658	22AI159	KANIMOZHI V	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
659	22CS224	PREETHI G P	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
660	22IT216	NIVYA NARAYANASAMI	GRADUATE TRAINEE	1.96 LPA	TCS-SMART

661	22CS257	PRAVIN S	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
662	22CS117	KIRUTHIKA SREE P	GRADUATE TRAINEE	1.96 LPA	TCS-SMART
663	2311116	D.MOHANRAJ	CHEMIST	3.5 LPA	TATA ELECTRONICS
664	24IT128	SHALINI	SALES (PART TIME)	1.2 LPA	SRI VALLI TEX
665	23AI147	PRIYADHARSHAN	SALES (PART TIME)	1.2 LPA	SRI VALLI TEX
666	2310103	HEERAF BEGAM Z	PG ASSISTANT	1.8 LPA	SARATHA INSTITUTIONS
667	22CS241	BHIVISHNAN R	ANNOTATION SPECIALIST TRAINEE	1.2 LPA	IVA TECH
668	2311109	GOKUL SAMY .P	CHEMIST	2.16 LPA	SPAC, ANTHIYUR
669	2311112	RAVISHANKAR.R	CHEMIST	2.16 LPA	SPAC, ANTHIYUR
670	2304008	RUMAIZA FATHIMA R	SCIENTIFIC ANALYST	2.64 LPA	MOLECULAR CONNECTIONS, COIMBATORE
671	22CC237	DHARANISH B M	TRAINEE	1.8 LPA	TECH MAHENDIRA
672	22BA040	HARIHARAN G S	TRAINEE	1.8 LPA	TECH MAHENDIRA
673	22CC241	JAYA PRAKASH P	TRAINEE	1.8 LPA	TECH MAHENDIRA
674	22CC245	KIRUTHICK ROSAN S	TRAINEE	1.8 LPA	TECH MAHENDIRA
675	22EL118	SASIPRIYA M	TRAINEE	1.8 LPA	TECH MAHENDIRA

673	22CC241	JAYA PRAKASH P	TRAINEE	1.8 LPA	TECH MAHENDIRA
674	22CC245	KIRUTHICK ROSAN S	TRAINEE	1.8 LPA	TECH MAHENDIRA
675	22EL118	SASIPRIYA M	TRAINEE	1.8 LPA	TECH MAHENDIRA

## **Job Fair & Campus Interview Photos**



**UI/UX Training on 27.12.2024**



**Thiran 360 AI Internship Interview on 15.03.2025**



**Medical Coding Training -Thought Flow on 05.03.2025**



**Placement drive -Saratha Institutions on 28.02.2025**



**Placement Drive -Desicrew on 24.02.2025**



**Placement Drive -Marico on 21.02.2025**



**Industry Interaction 25.02.2025**



**Entrepreneurial Skill Development**



**Pre-Placement Talk on 17.02.2025**



**Desicrew- Campus Drive 24.02.2025**



**Student Development Programme 12.02.2025**



**Data Converse - Group Discussion on 15.02.2025**



**Meeting with Placement Core Team on 13.03.2025**



**Nice Education -Receiving Offer Letters on 26.09.2024**



**Online Assessment**



**Infosys- Employability Training from 27.08.2024 to 13.09.2024**



**Dhamu Chettiyar- Part-Time Job Offers**



**Introducing Value Added Course on Mind Spark Aptitude & Reasoning**



**Industrial Visit-INFOSYS, Bangalore on 19.10.2024**



**Thiran 360 Ai - MOU Singning Ceremony on 06.03.2025**



**Participation in Youth Leadership Summit by ICT Academy  
on 23.10.2024**



**Resin Art - Hands on Training Programme on 31.01.2025**

# **Workshop, Guest Lecture & Soft skill Training**

<b>Event/ Title</b>	<b>Date</b>	<b>Total Number of Participants</b>	<b>Resource Person/ Chief Guest / Organizers</b>
10 Day Skill Training Programme	03.05.2024 to 13.05.2024	35	Skill Trainers of BIT
10 Days Certification Programme On Full Stack Development And AI	05.06.2024 to 15.06.2024	32	Skill Trainers of BIT
Rubicon Life Skills Training Programme	19.06.2024 to 21.06.2024	UG -II & III Year Students	Skill Trainers of Rubicon
Linkedin Profile Creation	28.06.2024	UG -II & III Year Students	Facepreb Academy Trainers
An Awareness Programme On Agni Vayu & Airforce Recruitment	05.07.2024	NCC & UG -I Year Students	Mr.E.Kanikumar, Sergeant, Indian Airforce,
Alumni Visit To The Campus	05.07.2024		
Full Stack Development	08.07.2024 to 23.07.2024	32	V.Subiksha,D.Sripathi,V.Shanmugapriya-III B.SC.(CS)

Open Source Future Prospects	10.07.2024	All BCA-students	G. VENKATESH, General Manager, ICT Academy
Meeting With Management And Head Of The Department	12.07.2024	All HoDS	-
10 Days Hands-On -Training Programme On Resume Building	15.07.2024 to 25.07.2024	All UG -Final Year students	Mahindra Pride Trainers
Orientation On Regional Language - Hindi	05.08.2024	76	Mr.J.Surendar, Raanuva Veeran Hindi Academy,GOBI.
Mahendra Pride Class Room Naandi Foundation - Employability Skill Training Programme	05.08.2024 to 10.08.2024	54	F.FATHIMA BATHUL,Trainer,Mahindra Pride,Chennai
Infosys:Finishing School For Employability- Registration	09.08.2024	52	ICT Academy Trainer
Part Time Job Campus Drive: Dhamu Chettiar Nagai Maligai	10.08.2024	60	Mr. Sujith, HR, Dhamu Chettiyar, Gobichettipalayam
Upssc - Orientation Programme	13.08.2024	75	Mr.R.Prabhu, Co-ordinator of Laksh study circle,Gobichettipalayam
BNI Meet With Entrepreneurs & Businessmen	13.08.2024		

Student Development Programme I	28.08.2024	361	Dr.Santhosh Kumar& Mr.S.Senthil Kumar
Success In Your Hands	30.08.2024	All UG I-Year Boys	B.Dhanalakshmi,Motivational speaker,Safalta Campaign,Coimbatore. Gillette
Infosys -Finishing Schools For Employability In Association With ICT Academy	27.08.2024 to 13.09.2024	58	Mr.T.Devasenathipathi Mr.M.Christopher Gnanaraj
Upssc/TnpSC Coaching Class In Association With Laksh Study Circle	September 2024 to March 2025	14	Mr.R.Prabhu, Co-ordinator of Laksh study circle,Gobichettipalayam.
Uyarvukku Padi-Special Camp	12.09.2024		Government Programme
Student Development Programme II	18.09.2024	154	Dr.SanthoshKumar and Mr.Senthil Kumar, Assistant Professors of Commerce.
One Day Workshop On Screen Printing	30.09.2024	59	Mr.M.RAJAVEL D.M.E., Raja Screen Printers, Textile Screen Printers,
An Awareness Programme On UPSC And TNPSC Examination	04.10.2024	212	Mr.K.SAKTHIVEL, TREASURER, SIKARAM FOUNDATION ,CHENNAI
Infosys-Bangalore Campus-Industrial Visit	19.10.2024	119	-

Youth Leadership Summit	24.10.2024	2 Faculty	Dr.Palanivel Thiaga Rajan, Hon'ble Minister for Information Technology and Digital Service,
Employability Skill Training Programme By Magic Bus Foundation	10.12.2024 & 11.12.2024	146	Mr.S.SUTHARSAN Livelihood Officer, Training and Mobilisation, Reliance Foundation Coimbatore.
Two days Capacity Building Programme On LinkedIn Profile Creation	12.12.2024 & 13.12.2024	All UG II year students	Mr.K.MOHAMMED FARIDH Associate Trainer, FACE Prep, Coimbatore
Foundation On English & Mathematics Concepts-A Play Way Learning	26.12.2024 to 28.12.2024	146	Bannari Amman Skill Training Team
Hands On Training On -UI&UX Design	27.12.2024	59	Mr.M.Bharath, B.Sc(CS)2009-2012) Senior UI/UX Designer,
Capacity Building Program On Robotics	03.01.2025 to 04.01.2025	All Internet of things Students	Bannari Amman Institute of Technology Skill Trainers
Gov. Of Tamil Nadu, Focus Block Development Program On Digital Marketing - 54 Hours Programme	04.01.2025 to 07.04.2025	24	ETS Academy Trainers
TCS-SQL Virtual Workshop	22.01.2025& 23.01.2025	146	Jishu Nithish, Developer, TCS.

Cognizant:Pre-Placement Talk	29.01.2025	34	HR Cognizant
Start Up Meeting -Incubation Centre	30.01.2025	8	Velocity -kotak Bizlabs, Revenue stage Incubation , Program of NSRCEL, IIM Bangalore.
One Day Workshop On Resin Art & Glass Painting	31.01.2025	119	Dr.G.Sri Sakthi Nayaki Mrs.N.S.Premalatha Assistant Professors of Gobi Arts and Science College
Start Up-Brain Storming Session	05.02.2025	8	Mr. R. G. Nawin Krishna, Founder of Start-up Payanam
Three-Day Aptitude Skill Training Programme	06.02.2025 to 08.02.2025	110	Mr.P.J.Veeramani, Training Head, Skill X Training and Placement Solutions
Free Webinar Session Across India For National Stock Exchange (NSE) As A Part Of Women Empowerment Program	07.02.2025	76	SUHAS RAJPUT, HR Training &Recruitment, Company in Belegavi.
Student Development Programme -I	12.02.2025	202	Dr.R.Logambal, Dr.P.Parimaladevi, Assistant Professors, Gobi Arts &Science College

Three Days Workshop On Regenerative Agriculture	13.02.2025 to 15.02.2025	44	Mr.K.Ponalagendra Raja, OrganicTrainer, Tiruchurapalli
Student Development Programme -II	14.02.2025	159	Dr.N.Sakthivel,Dr.A.Sivakumar, Head&Associate Professors, Department of Commerce(PA)&BI&IT
Student Development Programme -III	15.02.2025	188	Dr.K.Punitha, Assistant Professor of Commerce PA, Dr.G.Malathi, Assistant Professor of Management studies
Life Skill Training By Barclays	18.02.2025 to 20.02.2025	56	Mr.A.Ramesh, Soft Skill Trainer,Global Talent Track Foundation,Trichy.
Student Development Programme -IV	19.02.2025	192	Dr.M.Sudhakar, Head & Assistant Professor of Commerce , Dr.N.V.Poovendhiran, Assistant Professor of Management studies
Mega Job Fair & Career Guidance By Industry Experts	15.03.2025	200	EMERALD JEWELLERY Pooled Campus Drive
Post Placement Talk: Teacher Parent Interaction	28.03.2025 to 05.04.2025	With all Selected Candidates Parents	-

# **OFFER LETTERS**

**Appointment Letter**

Dear Candidate:

1. Designation: BUSINESS PROCESS ASSOCIATE.
2. Job Location: COIMBATORE.
3. Salary and Compensation: Your salary will be Rs. (30K) per month. You will receive the compensation of Rs. 3.6LPA per annum as per mentioned in the sheet.
4. Working Hours: The working days will start normally from Monday and end on Saturday. The working hours for your profile will be 10AM to 6.00 PM. Sundays and listed Government holidays will be declared holiday.
5. In case of not properly Reported to management may terminate your offer without any hesitate, kindly make you proper reports to your Manger
6. After April month (finishing your academics), you have to prey early inform to management for Completed Probation period followed by Team leader.
7. In case of any damage to asset on office, Candidate has to settle down thatcharges for replacement.

We congratulate you on your appointment and wish you a long career with us.  
We assure you have a great journey.

Signature.....

Date.....

DATE  
10.01.2025



198, 3<sup>rd</sup> Floor, VKV Building, Ramnagar, Coimbatore-641 009.

**VEERALAKSHMI.K**

EMPLOYEE APPOINTMENT LETTER

We are grateful that you opted to accept our offer of employment for the position of [BUSINESS PROCESS ASSOCIATE], we think working at LITERACT FINTECH will be a great experience for you.

You will be qualified to receive all regular and customary benefits provided to regular full-time employees as described in the employee letter at the conclusion of the probationary period if we have determined that you can fulfil all employment requirements.

We hope your new position is a great success for you.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "R. SURAJ", is written over a faint, circular official stamp.

R.SURAJ –Recruitment Manager

Here by acknowledge receipt of this letter.



- a. In the event of you accepting this Internship Offer but not joining into the Internship on the specified date and at the specified location of on-boarding.
- b. In the event of you not accepting this Internship Offer or failing to communicate acceptance within 3 calendar days as stated above, the opportunity to do internship will be cancelled
- c. For such other operational, regulatory reasons including breach of terms herein.

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

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

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

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

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

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

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

We wish you good luck.

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

Maya Sreekumar  
Vice President - Human Resources

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

Signature:

Date:



3. You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your internship would be cancelled.

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

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

6. There would be zero tolerance to plagiarisms and misconduct during the internship. Adherence to Cognizant Internship policies and guidelines is mandatory and any breach or incident reported will lead to immediate cancellation of Internship without any notice. You would be required to complete Cognizant mandatory trainings such as Code of Conduct and Acceptable Use Policy (AUP) within the given timelines.

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

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

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

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

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

12. After successful completion of your internship if there is a business demand which expects you to get enabled on a different skill, you would be onboarded as full-time employee (FTE) and deployed into another formal training based on business demand to a specific skill track which will be used as basis towards your allocation to projects/roles. Successful completion of this training is mandatory to continue as an FTE with Cognizant.

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

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



26-May-2025

Candidate ID: 36666185

**Mohan Deepak A**  
Computer Science  
Gobi Arts & Science College, Gobichettipalayam

Dear Mohan Deepak A,

Further to our Letter of Intent for the position of Analyst Trainee aligned to the hiring category, we are pleased to offer you an internship with us at Cognizant office for a period of 3 to 6 months. Your internship on-boarding will be scheduled based on your availability factoring your college exam schedule availability of your Provisional Certificate and our business requirements.

During this period, you will be provided with a stipend of **INR 12,000/-** equated to the planned duration of the Internship curriculum and will be paid monthly based on your attendance, subject to eligibility for the monthly payroll processing for a given month, except for the last month's stipend, which will be paid upon successful completion of the learning curriculum.

Though Cognizant Internship is a skilling program aimed at enhancing technical acumen, it does not guarantee employment and there is no employer – employee relationship during the course of this internship program. However, the successful completion of internship may form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future.

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

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory performance during the Internship or non-completion of the Internship, no Internship Completion Certificate shall be issued by Cognizant. Cognizant reserves rights at its sole discretion to revoke its Letter of Intent.

#### Section A: Terms and Conditions:

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

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#### 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 supercedes 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 Swaroopa N**



Maya Sreekumar  
Vice President – Human Resources

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

Signature:

Date:

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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  
d. 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 sixty (60) 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.

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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 one (1) year 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

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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

Cognizant Technology Solutions India Private Limited, Ground Floor, SDB-1, Plot No H-4, SIPCOT IT PARK, Padur Post, Siruseri, Chengalpattu District - 603103, Tamil Nadu, India.

### Annexure B 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 Ground Floor, SDB-1, Plot No H-4, SIPCOT IT PARK, Padur Post, Siruseri, Chengalpattu District - 603103, 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

**Swaroop N, 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.
- d. You shall be flexible enough to take up the assigned role based on business requirement

#### 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

Cognizant Technology Solutions India Private Limited, Ground Floor, SDB-1, Plot No H-4, SIPCOT IT PARK, Padur Post, Siruseri, Chengalpattu District - 603103, Tamil Nadu, India.

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 as per the provisions of Employees Provident Funds and Miscellaneous Provisions Act, 1952 and Employees' Provident Funds Scheme, 1952, as amended from time to time.

#### 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. Applicability of the ESI scheme as described above is subject to the provisions laid under the provisions of The Employees' State Insurance Act (ESI Act), 1948, as amended from time to time.

\* **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.

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#### Annexure A

#### Compensation and Benefits

**Name:** Swaroopa N **Designation:** Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	7250	87,000
2	HRA	2900	34,800
3	Conveyance Allowance	800	9,600
4	Company's contribution of PF #	1800	21,600
5	Advance Statutory Bonus***	2000	24,000
6	Special Allowance*	5426	65,112
7	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	532	6,384
<b>Annual Gross Compensation</b>			<b>248,496</b>
Incentive Indication (per annum)**			12,000
<b>Annual Total Compensation</b>			<b>260,496</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
<b>Annual Total Remuneration</b>			<b>279,996</b>

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

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

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

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

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified

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business demands.

a)Based on your successful completion of internship (if offered to you), you could be onboarded directly to business without any additional training

b)Based on your successful completion or partial completion of internship (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

c)Based on your successful completion or partial completion of internship (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

d)You could be onboarded directly without undergoing any internship and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

e)You could be onboarded directly to business without undergoing any internship and would be given on-the-job training, specific to the project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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:



26-May-2025

Dear Swaroopa N,  
B.Sc, Computer Science  
Gobi Arts & Science College, Gobichettipalayam

Candidate ID – 36670626

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 **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 279,996/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.312,000/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

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

Please note:

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

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

2.Prior to commencing employment with Cognizant, you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3.Prior to joining Cognizant, you must successfully complete the prescribed Internship (if offered to you).

4.Training - Post Joining Cognizant:

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

Cognizant Technology Solutions India Private Limited, Ground Floor, SDB-1, Plot No H-4, SIPCOT IT PARK, Padur Post, Siruseri, Chengalpattu District - 603103, Tamil Nadu, India.

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22-EL-134

**HICITIZEN**  
life skills

99655 65111  
hicitizenlifeskills@gmail.com

**Job offer**

**P. SAKTHIVEL [B.A (English Literature)] - Training**

Dear Prospective Trainer,

Greetings!

Hicitizen congratulates you for landing on the right destination for your all round personality development and career advancement. We derive pleasure in welcoming you into our staff as a Trainer in Communication & Soft Skills, Grammar and Phonics.

**Training:**

- To ensure your smooth transition into your new role, Hicitizen invites you to attend our three-week pre-employment training program which is to be conducted in a residential school, in the month of May, 2025.
- The training not only covers one's language skills but also interpersonal relationship, adaptability to the working environment etc. Therefore, it is mandatory for you to stay in the hostel and not attend as a day scholar.
- You will also have the opportunity to meet your new colleagues and familiarize yourself with the materials and methodologies you'll be using.
- Training and Materials are provided at Hicitizen's cost. However, you will have to pay for your stay & food, which will not exceed Rs. 300 – Rs. 350 per day.
- The training is designed to improve the level of the fresh candidates as regards to soft skills and communication and shape them to be well equipped and fit to handle the classes with the needed command. As such you are required to attend the training with utmost sincerity.
- You may break away from the training if you do not find it suitable to you, within the first three days.
- The venue of training will be announced by the end of April 2025.

155, DV Complex, Nehru Street, Erode - 638 001.

**Compensation and Benefits:**

- Consolidated Earnings:** 13000/- to 20000/- per month.
- Upon successful completion of the training, Hicitizen offers you a competitive pay that reflects your performance and contributions to the purpose of your work.
- In addition to your earnings, you'll also be eligible for certain incentives as applicable.
- The earnings that you are going to start with, will be decided based on a comprehensive evaluation of your performance during the training period including your skill development and potential.

**Stay and Work Conditions:**

- You will be posted in schools anywhere within Tamilnadu and Kerala.
- If you may prefer to stay in the school hostel, we offer you food and accommodation without charge and in turn, you will have to handle the prep of the school.
- If you may prefer to stay in a PG hostel, rent will be paid by the company and you'll have to bare the boarding expenses.
- You shall work from Monday to Friday (from 8.30 am till 4.30 pm). You shall attend Hicitizen's brush up training on two Saturdays every month or more as may be necessary.
- You shall assure to work with Hicitizen at least for one academic year, from the date of reopening of the school in 2025 until 31st March 2026.
- Any disputes arising within the above said period shall be resolved with mutual consent. In the event of discord, this at-will employment can be terminated without any reason at any time in the first year which is your probation period.

**Job Duties:**

- You shall follow the time table given to you by the school and conduct the training in your given classes in a play way, making use of our materials.
- You will submit a work report to the principal of the school and the company on a weekly and monthly basis.
- You shall initiate and supervise the activities in your classes and on campus as required.



**Offer: Computer Consultancy**  
**Ref: TC SL/DT20246063176/Chennai**  
**Date: 25/05/2025**

Ms. Nivya Narayanasami  
528/9Covai Main Road,  
Ponnagar, Nambiyur,  
Erode-638458,  
Tamil Nadu.  
Tel# -

Dear Nivya Narayanasami,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,96,006/-** 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 and you meeting the TCS eligibility criteria.

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

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of **₹7,950/-** per month.

**TCS Confidential**  
**TC SL/DT20246063176**

**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

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(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.

**TCS Confidential**  
**TC SL/DT20246063176**

**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

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#### 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.



#### 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.



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



## 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.



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<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, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<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, Kariyavottam P.O. Trivandrum-695581, India

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## GROSS SALARY SHEET

## Annexure 1

<b>Name</b>	<b>Nivya Narayanasami</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Gobi Arts College, Gobichettipalayam</b>

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,753	57,030
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,539
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,539</b>	<b>1,96,006</b>

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

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs.4,000 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.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	410	4,920
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,753</b>	<b>57,030</b>

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**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 & Academic Interface**



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

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(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.

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## 20. 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.

## 21. 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.

## 22. 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.

## 23. 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.

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- 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

## 19. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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.

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## 17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com>. Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

## 18. 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

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training.

## 11. Terms and Conditions

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

## 12. 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.

## 13. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

## 14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

## 15. 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.

## 16. 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.

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increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### 7. 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.

#### 8. 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.

#### 9. 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.

#### 10. Overseas International Assignment Agreement

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

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

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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. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Initial Learning Program (ILP) 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

#### 3. Working Hours

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

#### 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

#### 5. 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.

#### 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### **Professional Memberships**

You will be eligible for reimbursement of 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 towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

##### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

#### **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (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

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#### **OTHER BENEFITS**

##### **1. Health Insurance Scheme**

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

##### **2. Compensation Benefits under ESI Act/Employees' Compensation Act\***

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

##### **Maternity Leave**

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

##### **Loans**

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

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

You will become a member of the TWT, on completion of continuous association of one year

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### 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 ₹3,180/- 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 ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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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



(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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#### 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.



#### 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.



## 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.



## 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.



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<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, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<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, Kariyavottam P.O. Trivandrum-695581, India

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## GROSS SALARY SHEET

## Annexure 1

<b>Name</b>	<b>Abinaya N</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Gobi Arts College, Gobichettipalayam</b>

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,753	57,030
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,539
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,539</b>	<b>1,96,006</b>

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

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs.4,000 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.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	410	4,920
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,753</b>	<b>57,030</b>

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**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 & Academic Interface**



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

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(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.

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## 20. 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.

## 21. 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.

## 22. 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.

## 23. 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.

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- 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

## 19. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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.

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## 17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com>. Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

## 18. 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

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training.

## 11. Terms and Conditions

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

## 12. 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.

## 13. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

## 14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

## 15. 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.

## 16. 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.

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increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### 7. 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.

#### 8. 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.

#### 9. 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.

#### 10. Overseas International Assignment Agreement

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

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

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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. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Initial Learning Program (ILP) 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

#### 3. Working Hours

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

#### 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

#### 5. 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.

#### 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### **Professional Memberships**

You will be eligible for reimbursement of 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 towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

##### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

#### **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (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

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#### **OTHER BENEFITS**

##### **1. Health Insurance Scheme**

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

##### **2. Compensation Benefits under ESI Act/Employees' Compensation Act\***

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

##### **Maternity Leave**

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

##### **Loans**

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

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

You will become a member of the TWT, on completion of continuous association of one year

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### 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 ₹3,180/- 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 ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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### Offer: Computer Consultancy

Ref: TCSL/DT20246337452/Chennai

Date: 25/05/2025

Ms. Abinaya N  
225, Nagadevampalayam, Nagadevampalayam,  
Nagadevampalayam (Po),  
Erode-638476,  
Tamilnadu.  
Tel# 91-9789480903

Dear Abinaya 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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,96,006/- 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 and you meeting the TCS eligibility criteria.

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

### COMPENSATION AND BENEFITS

#### BASIC SALARY

You will be eligible for a basic salary of ₹7,950/- per month.

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(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.



#### 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.

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#### 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.



#### 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.



## 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.

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## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41, Gandhinagar-382007, Gujarat, India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303, India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<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, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<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, Kariyavottam P.O., Trivandrum-695581, India

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# GROSS SALARY SHEET

Annexure 1

Name	Pravin S
Designation	Graduate Trainee
Institute Name	Gobi Arts College, Gobichettipalayam

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,753	57,030
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,539
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,539</b>	<b>1,96,006</b>

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

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs.4,000 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.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	410	4,920
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,753</b>	<b>57,030</b>

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## 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 & Academic Interface



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

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

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(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.



## 20. 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.

## 21. 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.

## 22. 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.

## 23. 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.

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- 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

#### 19. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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.

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#### 17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

#### 18. Submission of Documents

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

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

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

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training.

#### 11. Terms and Conditions

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

#### 12. 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.

#### 13. Notice Period

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

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

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

#### 14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

#### 15. 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.

#### 16. 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.

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increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### 7. 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.

#### 8. 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.

#### 9. 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.

#### 10. Overseas International Assignment Agreement

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

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

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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. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Initial Learning Program (ILP) 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

## 3. Working Hours

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

## 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

## 5. 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.

## 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Professional Memberships

You will be eligible for reimbursement of 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 towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## TERMS AND CONDITIONS

### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (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

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## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

### **2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:**

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

### **Maternity Leave**

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

### **Loans**

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

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

You will become a member of the TWT, on completion of continuous association of one year

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## **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 ₹3,180/- 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 ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### **4. Food Card**

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

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20246337789/Chennai**  
**Date: 25/05/2025**

Mr. Pravin S  
4/123South Thottam,  
P.Karattupalayam,  
Erode-638457,  
Tamil Nadu.  
Tel# -

Dear Pravin S,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,96,006/-** 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 and you meeting the TCS eligibility criteria.

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

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of **₹7,950/-** per month.

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(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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#### 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.



#### 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.



## 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.



## 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.



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<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, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<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, Kariyavottam P.O. Trivandrum-695581, India

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## GROSS SALARY SHEET

## Annexure 1

<b>Name</b>	<b>Swathi G</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Gobi Arts College, Gobichettipalayam</b>

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,753	57,030
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,539
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,539</b>	<b>1,96,006</b>

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

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs.4,000 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.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	410	4,920
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,753</b>	<b>57,030</b>

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**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 & Academic Interface**



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

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

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(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.

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## 20. 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.

## 21. 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.

## 22. 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.

## 23. 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.

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- 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

## 19. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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.

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### 17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com>. Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

### 18. 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

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training.

### 11. Terms and Conditions

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

### 12. 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.

### 13. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

### 15. 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.

### 16. 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.

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increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### 7. 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.

#### 8. 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.

#### 9. 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.

#### 10. Overseas International Assignment Agreement

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

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

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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. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Initial Learning Program (ILP) 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

#### 3. Working Hours

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

#### 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

#### 5. 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.

#### 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### **Professional Memberships**

You will be eligible for reimbursement of 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 towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

##### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

#### **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (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

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#### **OTHER BENEFITS**

##### **1. Health Insurance Scheme**

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

##### **2. Compensation Benefits under ESI Act/Employees' Compensation Act\***

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

##### **Maternity Leave**

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

##### **Loans**

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

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

You will become a member of the TWT, on completion of continuous association of one year

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### 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 ₹3,180/- 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 ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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### Offer: Computer Consultancy

Ref: TCSL/DT20246338000/Chennai

Date: 25/05/2025

Ms. Swathi G  
13/5 Pvs IllamVip Muthunagar,  
Nagarpalayam,  
Gobichettipalayam-638452,  
Tamilnadu.  
Tel# 91-9360559464

Dear Swathi 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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,96,006/- 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 and you meeting the TCS eligibility criteria.

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

### COMPENSATION AND BENEFITS

#### BASIC SALARY

You will be eligible for a basic salary of ₹7,950/- per month.

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Tata Consultancy Services Limited

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(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.



#### 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.



#### 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.



#### 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.



## 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.

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## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41, Gandhinagar-382007, Gujarat, India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303, India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<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, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<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, Kariyavottam P.O., Trivandrum-695581, India

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# GROSS SALARY SHEET

Annexure 1

Name	Barath V
Designation	Graduate Trainee
Institute Name	Gobi Arts College, Gobichettipalayam

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,753	57,030
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,539
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,539</b>	<b>1,96,006</b>

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

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs.4,000 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.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	410	4,920
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,753</b>	<b>57,030</b>

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## 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 & Academic Interface



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

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(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.



## 20. 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.

## 21. 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.

## 22. 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.

## 23. 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.

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- 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

#### 19. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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.

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#### 17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

#### 18. Submission of Documents

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

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

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

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training.

#### 11. Terms and Conditions

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

#### 12. 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.

#### 13. Notice Period

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

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

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

#### 14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

#### 15. 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.

#### 16. 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.

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increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### 7. 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.

#### 8. 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.

#### 9. 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.

#### 10. Overseas International Assignment Agreement

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

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

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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. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Initial Learning Program (ILP) 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

## 3. Working Hours

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

## 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

## 5. 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.

## 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary

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Tata Consultancy Services Limited

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Professional Memberships

You will be eligible for reimbursement of 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 towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

### Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## TERMS AND CONDITIONS

### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (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

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## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

### **2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:**

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

### **Maternity Leave**

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

### **Loans**

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

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

You will become a member of the TWT, on completion of continuous association of one year

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## **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 ₹3,180/- 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 ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### **4. Food Card**

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

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20246348915/Chennai**  
**Date: 25/05/2025**

Mr. Barath V  
134/1Boodhimeedu,  
Varapallam,Perumugaipudur,  
Gobi-638505,  
Tamilnadu.  
Tel# -8825698030

Dear Barath 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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,96,006/-** 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 and you meeting the TCS eligibility criteria.

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

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of **₹7,950/-** per month.

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(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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#### 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.



#### 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.



## 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.



## 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.



## Annexure 2

<b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India	<b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
<b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	<b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
<b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303,India	<b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
<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, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
<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, Kariyavottam P.O. Trivandrum-695581, India

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## GROSS SALARY SHEET

## Annexure 1

<b>Name</b>	<b>Gowsika S</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Gobi Arts College, Gobichettipalayam</b>

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,753	57,030
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,539
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,539</b>	<b>1,96,006</b>

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

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs.4,000 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.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	410	4,920
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,753</b>	<b>57,030</b>

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**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 & Academic Interface**



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

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(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.

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## 20. 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.

## 21. 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.

## 22. 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.

## 23. 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.

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- 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

## 19. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP 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.

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## 17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com>. Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

## 18. 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

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training.

## 11. Terms and Conditions

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

## 12. 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.

## 13. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

## 14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

## 15. 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.

## 16. 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.

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increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### 7. 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.

#### 8. 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.

#### 9. 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.

#### 10. Overseas International Assignment Agreement

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

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

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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. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Initial Learning Program (ILP) 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 program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

#### 3. Working Hours

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

#### 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

#### 5. 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.

#### 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

#### **Professional Memberships**

You will be eligible for reimbursement of 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 towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

##### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

#### **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, 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

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#### **OTHER BENEFITS**

##### **1. Health Insurance Scheme**

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

##### **2. Compensation Benefits under ESI Act/Employees' Compensation Act\***

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

##### **Maternity Leave**

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

##### **Loans**

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

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

You will become a member of the TWT, on completion of continuous association of one year

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### 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 ₹3,180/- 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 ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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### Offer: Computer Consultancy

Ref: TCSL/DT20246349466/Chennai

Date: 25/05/2025

Ms. Gowsika S  
163Bakkiya Lakshmi Nagar,  
Varathampalayam,  
Sathyamangalam-638401,  
Tamil Nadu.  
Tel# 91-6380079858

Dear Gowsika S,

### Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,96,006/- 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 and you meeting the TCS eligibility criteria.

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

### COMPENSATION AND BENEFITS

#### BASIC SALARY

You will be eligible for a basic salary of ₹7,950/- per month.

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