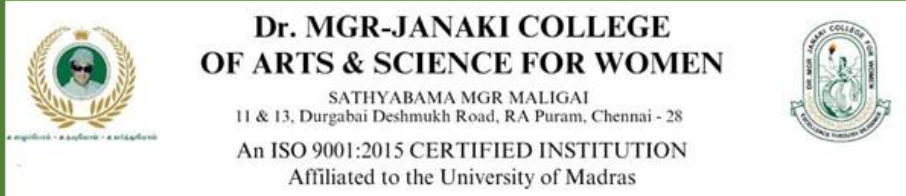


## CRITERION 5



## STUDENT SUPPORT AND PROGRESSION



## CRITERION 5

### *5.2: STUDENT PROGRESSION*

#### 5.2.1 Students Placement



**Dr. MGR-JANAKI COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**

SATHYABAMA MGR MALIGAI  
11 & 13, Durgabai Deshmukh Road, RA Puram, Chennai - 28

An ISO 9001:2015 CERTIFIED INSTITUTION  
Affiliated to the University of Madras



***ACADEMIC YEAR  
2021-2022***



**Dr. MGR-JANAKI COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**

SATHYABAMA MGR MALIGAI  
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An ISO 9001:2015 CERTIFIED INSTITUTION  
Affiliated to the University of Madras



## Verified and Certified Documents

Metric No: 5-2-1

Page No 5 to 115



*Janine G. J.*  
Principal

PRINCIPAL  
DR. MGR JANAKI COLLEGE OF  
ARTS & SCIENCE FOR WOMEN  
CHENNAI - 600 028.





MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

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**EQ India | On-Campus Drive**

---

**Senthilkumar, Sruthi** <Sruthi.Senthilkumar@equiniti.com>  
To: MGRJANAKI COLLEGE CHENNAI <placementmjc@gmail.com>

21 April 2022 at 11:59

Dear Sir/Madam,

Greetings from EQ India!!

Thank you very much for inviting us for the on campus drive. I would also thank you for the good/excellent arrangements made for us when we conducted the campus drive at your esteemed institution on 12<sup>th</sup> April, 2022. In particular we would like to appreciate the warm reception accorded to us as also the facilities provided to us. The coordinator from your side Ms Preethika was most helpful in coordinating and facilitating the smooth flow of candidates during the interview process.

Please find the below list of selected candidate.

S.No	Student Name	Department	Phone Number
1	Sowmya Lakshmi A	B.com (General)	9003996250
2	Jeevitha R	BSC Mathematics	9840355513
3	Sneha M G	B.Com(Accounting & Finance)	8825746368
4	Lavanya R	B.sc Computer Science	7604953327
5	Shaira Banu M	B.sc Computer Science	9360151818
6	Priyanka R	BCA - 3B	9361569527
7	Karpagam S	BSC Mathematics	8608828812
8	Chithra G	B.com (General)	7305041125
9	Varsha N	B.com (Bank Management)	9600152415
10	Bhavya Priya N	B.com (General)	9445202321
11	Sowmiya K	B.com (General)	7200682227
12	Privedheshini N	BCA - 3B	9248443804

12	சிறப்புத்திட்டம்	BCA - 3B	0240443004
13	Al Afrin Nisha	B.com (General)	9344028018
14	Hemalatha N	BBA	9940630465
15	Madhu Bala	B.com (General)	7550141597
16	Padmasri M	BCA - 3B	9361507035
17	Puppala Anjali	B.com (General)	7200168190
18	Kirthika B	B.com (General)	9962817742
19	Deepa Venkatesan	B.com (General)	7904013766
20	Sumithra P	B.com (General)	9962088836

Thank you once again for the arrangements made. We hope to participate in this campus placements at your institute again next year.

**Sruthi S**

Resourcing Co-ordinator



**Equiniti is now EQ**

**EQ India** | Block 10, 8th Floor, [DLF IT Park, 1/124, Mt Poonamalle High Road, Ramapuram, Chennai, Tamil Nadu 600 089, India](#)

**EQ UK** | Equiniti Services Ltd, Sutherland House, Russell Way, Crawley, West Sussex, RH10 1UH

[sruthi.senthilkumar@equiniti.com](mailto:sruthi.senthilkumar@equiniti.com)

[www.equiniti.com](http://www.equiniti.com)



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MyCSP Limited (07640786) and MyCSP Trustee Company Limited (07705280) both registered in England and Wales with Registered Office: Landmark House, Station Road, Cheadle, SK8 7BS, United Kingdom; and

Equiniti ICS Limited (NI036763) registered in Northern Ireland with Registered Office: [205 Airport Road West, Belfast, BT3 9ED, Northern Ireland](#).

Equiniti Financial Services Limited (Firm Reference Number 468631), Equiniti Gateway Limited (Firm Reference Number 659783), Equiniti Global Payments Limited (Firm Reference Number 900892), Paymaster (1836) Limited (Firm Reference Number 315407) and The Nostrum Group Limited (Firm Reference Number 663189) are authorised and regulated by the Financial Conduct Authority.

To find out more about Equiniti, visit our web site at <http://www.equiniti.com>



MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

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## Selection List

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**Jobs** <jobs@bizknowmics.com>

28 April 2022 at 14:10

To: Placementmjc &lt;placementmjc@gmail.com&gt;

Cc: Hemalatha Varma &lt;hemavarma@bizknowmics.com&gt;

Respected mam,

This are the selection list ,who have attended the interview on 25-04-2022 with our organization.

And after a month we will send you the letter of intern.

Contact:9150264019

Warm regards  
HR department  
Bizknowmics

**MGR Janaki Selection List.pdf**

164K

SELECTION LIST OF MGR JANAKI COLLEGE			
S.NO.	NAME	DEPARTMENT	RESULT
1	CR DEVADHARSHINI	BCA (CS)	SELECTED
2	DEEPA VENKATESAN	BCOM (GEN)	SELECTED
3	PREETHI. K	BCOM (A & F)	SELECTED
4	S. SWETHA	BCOM (A & F)	SELECTED
5	KANMANI. S	BCOM (CS)	SELECTED
6	R.K. SUBHIKSHA	BCOM	SELECTED
7	D HARINI VASINI	BCA	SELECTED
8	G. PREETHI	BCOM (A & F)	SELECTED
9	SUREKHA.J	BBA	SELECTED
10	SAI ALAMELU T	BCOM (A & F)	SELECTED



MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

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## Selects List | Focus Edumatics

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**Harshini Poojary** <harshini.p@focusedumatics.com>

6 June 2022 at 18:26

To: placementmjc@gmail.com

Cc: prashant &lt;prashant.p@focusedumatics.com&gt;, "Ajith kumar.S" &lt;ajithkumar.s@focusedumatics.com&gt;

Dear Ms. Pushpalatha,

Greetings from Focus Edumatics!.

It is our pleasure to inform you that the company has selected **23 Students** from " Dr. MGR Janaki College of Arts and Science for women, Chennai" for the position "Online Tutor". We have shared the list of all the selected students along with this mail. We will release the Employment offer letter by July month. Kindly do share the result with the students.

**With regards**

Harshini Poojary

Human Resources

Focus Edumatics Pvt. Ltd.

#31, 4th Floor, Above A2B Restaurant,

Hebbal Outer Ring Road,

Bhadrappa Layout,

Nagashettyhalli, Bangalore 560094

9632946905

[www.Focusedumatics.com](http://www.Focusedumatics.com)**FOCUS EDUMATICS**

ACCELERATING TRANSFORMATION

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**From:** "Harshini Poojary" <harshini.p@focusedumatics.com>**To:** [placementmjc@gmail.com](mailto:placementmjc@gmail.com)**Cc:** "prashant" <[prashant.p@focusedumatics.com](mailto:prashant.p@focusedumatics.com)>, "Ajith kumar.S" <[ajithkumar.s@focusedumatics.com](mailto:ajithkumar.s@focusedumatics.com)>**Sent:** Monday, June 6, 2022 9:45:44 AM**Subject:** Final Interview list and Details | Focus Edumatics

Dear Ms. Pushpalatha,

Greetings from Focus Edumatics!!.

I have attached the Interview details in the Excel sheet and Kindly forward the following details with the students.

Dear Candidate,

Congratulations! You've cleared the subject test. Your final interview has been scheduled on **06-June-22**. All the details has been mentioned in the attached excel sheet. Kindly have a look on it.

**Note : Interviewer skype link and the Interview time has been updated in K & M column.**



**Step 1 :** Download skype app, Create your account.

Step 2: Click on the skype link , It will directly take you to your interviewer profile.

For Skype Id (**Interviewer name - Priyadarshini - live:.cid.3c90e8b4a0a893cf**) Open Skype app and Click on the search icon on the top, copy and paste the skype ID of your interviewer from **K column**. It will take you to the interviewer profile.

**Step 3:** Leave a message to your respective interviewer that your interview scheduled today (Mention the timings). Interviewer will contact you back and take the interview..

**With regards**

Harshini Poojary

Human Resources

Focus Edumatics Pvt. Ltd.

#31, 4th Floor, Above A2B Restaurant,

Hebbal Outer Ring Road,

Bhadrappa Layout,

Nagashettyhalli, Bangalore 560094

9632946905

[www.Focusedumatics.com](http://www.Focusedumatics.com)



**FOCUS EDUMATICS**

ACCELERATING TRANSFORMATION

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**From:** "Harshini Poojary" <[harshini.p@focusedumatics.com](mailto:harshini.p@focusedumatics.com)>

**To:** [placementmjc@gmail.com](mailto:placementmjc@gmail.com)

**Cc:** "prashant" <[prashant.p@focusedumatics.com](mailto:prashant.p@focusedumatics.com)>, "Ajith kumar.S" <[ajithkumar.s@focusedumatics.com](mailto:ajithkumar.s@focusedumatics.com)>

**Sent:** Friday, May 27, 2022 6:20:14 PM

**Subject:** Confirmed Drive Date | Registration List | Focus Edumatics

Dear Ms. Pushpalatha,

Greetings from Focus Edumatics!

As per our conversation over the phone, we can conduct a virtual drive on **03-June-22 & 04-June-22**.

**Designation:** Online Tutor (Chat Process).

**Salary:** 2.5 L.P.A Inclusive of Internet allowances.

**Shift:** Night Shift / US shift

**Employment:** Work from Home

**Interview process,**

**First round:** Subject Test( Online) - **10:30 AM - 06:30 PM**

**Date :** 03/ June/2022

**Second round:** Skype interview - **10:30 AM - 02:00 PM**

**Date:** 04/June/2022

**With regards**

Harshini Poojary

Human Resources  
Focus Edumatics Pvt. Ltd.  
#31, 4th Floor, Above A2B Restaurant,  
Hebbal Outer Ring Road,  
Bhadrappa Layout,  
Nagashettyhalli, Bangalore 560094  
9632946905  
[www.Focusedumatics.com](http://www.Focusedumatics.com)



**FOCUS EDUMATICS**  
ACCELERATING TRANSFORMATION

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**From:** "Harshini Poojary" <[harshini.p@focusedumatics.com](mailto:harshini.p@focusedumatics.com)>  
**To:** [placementmjc@gmail.com](mailto:placementmjc@gmail.com)  
**Cc:** "Ajith kumar.S" <[ajithkumar.s@focusedumatics.com](mailto:ajithkumar.s@focusedumatics.com)>, "ajith hr" <[ajith\\_hr@fevtutor.com](mailto:ajith_hr@fevtutor.com)>  
**Sent:** Thursday, May 26, 2022 12:17:40 PM  
**Subject:** Virtual Campus drive proposal from Focus Edumatics Pvt. Ltd. - 2022.

Dear Ms. Pushpalatha,

Greetings from Focus Edumatics!

As discussed, we would like to conduct an **Online Campus drive for your Undergraduate and Postgraduate pursuing or completed, candidates** for the '**Online Tutor position**', as we need 5000+ candidates for this year for immediate joining, and the students who are currently pursuing final year can join us after the result. Please note that this is a **Work-from-Office career opportunity.**

You may circulate this to your **pursuing Undergraduate and Post-graduate students** through email and WhatsApp and let us know when can we conduct this **Online-Campus-Drive.**

**The starting Salary would be Rs.21000/- p.m.**

Focus Edumatics aims to compensate the deserving candidates comparable with the best in the industries; it is determinedly focused not to compromise on the quality of manpower intake since the selected ones would have a long road of achievements ahead well supported by our Concerns.

The requirement from the Institute: We solicit your active assistance in bringing this opportunity to your present postgraduate students. Additionally, we would request you to kindly display a copy of these documents at your Main Notice Board so that a maximum number of students will be able to avail the benefit of this attractive offer. All those students who are keen to contact us may log on to our website ([www.focusedumatics.com](http://www.focusedumatics.com)) for further details or e-mail us their concerned queries which will be promptly attended to.

**Designation:** Online Tutor.

**Salary:** 2.52 L.P.A

**Shift:** Night Shift / US shift

**Employment:** Work from Office

**Location :** Focus Edumatics Pvt. Ltd. STPI office, Ground floor. No: 5, SH 49A, Tharamani Chennai, Tamil Nadu 600113

**Required amenities:** Laptop/ desktop with Wired Broadband connection.

**Kindly do register at the below link to start your interview process.**

## <https://rebrand.ly/Campus-registration-2022>

### Interview process,

**First round:** Subject Test( Online)(Math or English)

**Second round:** Skype interview( Date and time will be informed through Email)

### . Roles and responsibilities:

- Hand scoring of constructed response items Review of elementary and high school essays, creative writing submissions, first-year Composition course essays, doctoral thesis, business publications, and more.
- Critiquing and Editing of Admissions Essays. Candidate should have completed Degree from a reputed institution.
- Excellent communication skills and sound subject knowledge in English.
- Should be capable of handling Kindergarten to College grade US curriculum.
- A minimum score of 65% in our subject test.
- Should clear our technical interview through a topic presentation of his/her choice.
- Compatibility with Teaching.
- Should be comfortable teaching US Students Excellent communication skills Good typing speed.

### 5. Reporting hierarchy (reporting to): Team Lead

A brief of our Company is as per below :

### ABOUT FOCUS GROUP

Focus Group is a US-based company and has been in business for over 20 years globally, with operations across the globe since 1997. Our business segments include Financial Services, Healthcare Solutions, Software Consultancy Services, & Education Management Services. We have a global presence encompassing the United States, Europe, Canada, the Middle East, and India.

**We are a 1 Billion-USD company and with an employee strength of around 700+ in Bangalore, 1000+ in Coimbatore, 100+ in Chandigarh, and 100+ in the USA.**

Focus Group established Focus EduVation which is a pioneer in online learning and education technology. This venture has been in existence in India for almost 5 years now. We provide Online tutoring and ELearning Solutions & services to individual candidates, corporate houses, Universities & Publication Houses in the USA. Our mission is to make online learning options available to all students by providing professional, affordable, and innovative online learning solutions developed through years of expertise. We understand the growing needs in the educational management space and aim to develop and deliver accurate and customized solutions.

### Highlights

- \*Our Learning Management Systems with in-built dynamic assessment engines and robust reports and analytics.
- \*Our suite of service offerings in Media, Software, Assessment, and Customized Content Development for the Higher Technology Education space.
- \*We are a leader in developing interactive games, designs, digital animation, and videos. We provide technology-enabled solutions such as content management systems, learning management systems, and assessment engines.

For more info, plz visit our websites - [www.focuseduvation.com](http://www.focuseduvation.com), [www.focusedumatics.com](http://www.focusedumatics.com), [www.focussofttek](http://www.focussofttek)

**With regards**

Harshini Poojary  
Human Resources  
Focus Edumatics Pvt. Ltd.  
#31, 4th Floor, Above A2B Restaurant,  
Hebbal Outer Ring Road,  
Bhadrapa Layout,  
Nagashettyhalli, Bangalore 560094  
9632946905  
[www.Focusedumatics.com](http://www.Focusedumatics.com)

**FOCUS EDUMATICS**

ACCELERATING TRANSFORMATION

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**2 attachments****FOCUS EDUMATICS**

ACCELERATING TRANSFORMATION

**Focusedumatics-e1605760081845.png**

14K

**MGR College Selects list.xlsx**

7K

SL . N O.	Name of the Candidate	Contact number	alternate contact number	E-mail ID	Department (Highest degree / Course completion)	College Name	Location ( District)
1	Nithya Shree M	6369598179	7397039388	nithyashreemurali20@gmail.com	BA ENGLISH	Dr MGR Janaki College Of Arts And Science for Women Chennai	Chennai
2	Dhivya dharshini . M	8778601809	7338715450	dhivyadhivya441@gmail.com	Course completion	Dr.MGR. janaki collage arts and sciences for womens	medavakam
3	Kirthika S	9791085056	8838328016	keerthisadhu8@gmail.com	Bsc cs	Dr mgr Janaki college of arts and science for women	Chennai
4	Deepika. B	9176812743	9384683306	babudeepika123@gmail.com	Bsc. Computer science	Dr. Mgr. Janaki college of arts and science for women.	Chennai
5	Surekha. J	9383083345	9840722076	surekhaammusurekha@gmail.com	BBA	Dr.MGR Janaki college of arts and science	Thiruvallur district
6	Monisha .v	9361694233	9361336670	monishav2001v@gmail.com	Computer science	Dr.mgr Janaki College of arts and science for women	Chennai

7	U.SNEH A	880761 2034	880761 2034	ulaganathan00111@gmail.com	B.com(general)	Dr.MGR Janaki College of Arts and Science for Women	Velacher y, Chennai
8	Sri Aurro Tharani. S	638330 4262	638330 4262	aurromjc2019@gmail.com	BBA	Dr. Mgr janaki college of arts and science for womens	Velcherr y, Chennai, Tamil nadu
9	Divya. C	638166 3388	805623 4005	cjsd7112@gmail.com	B. Sc. Computer science	Dr. Mgr janaki college of arts and science for women	Tamilnad u
1 0	Meharu nnisha M	824846 6607	956616 1604	nishameharun55@gmail.com	Ug passed out in 2022 batch	Dr. Mgr Janaki College of Arts and Science For Women	Chennai
1 1	Thamara i A	638236 7062		thamaraikitto24@gmail.com	Pursuing B.Sc Computer Science (Final year)	Dr. MGR Janaki College of Arts and Science for Women	Chennai
1 2	Janani.S	636952 3682	636952 3682	Jananijanu0625@gmail.com	Bca	Dr.mgr jananki collage	Chennai
1 3	SOFIYA GRACE k	988489 5271	988489 5271	ammusofi11@gmail.com	Bsc computer science	Dr.mgr janaki college for arts and science for women'	Chennai



						s	
1 4	MAHA THARAN I.J	877869 2243	087786 92243	mahadharanijayakumar2 001@gmail.com	BBA	Dr mgr.jana ki college of arts and science for women	Chennai
1 5	T.Shruti	720057 0715	908016 0353	shrutieswaran02@gmail. com	Bsc Biochemistr y	Dr MGR Janaki college of arts and science for women	Chennai
1 6	Aishwar ya.S	735844 0834	909281 7024	aishuaishwarya1606@g mail.com	BCA	Dr.Mgr Janaki College of Arts and Science for Women' s	Kanchee puram
1 7	Arun priya.N	638176 7769	638176 7769	arunpriya0806@gmail.co m	BCA	Dr. MGR Janaki College of Arts and Science for Women College	Chennai
1 8	M Ranjitha	770897 5244	730565 8322	hulkranji@gmail.com	BCA	Dr. MGR Janaki College of Arts and Science For Women	Chennai
1 9	Dhosiga. B	735821 4593	735821 4593	dhosigabaskar@gmail.co m	BCA	Dr. Mgr Janaki college of arts and science for	Tamilnad u

						womens	
20	S.Saranya	7358571579	7358571579	saransaranya0094@gmail.com	BCA	Dr.MGR Janaki College of Arts & Science for Women	Tamil nadhu
21	Kavipriya M	9080231192		kavipriyamohan216@gmail.com	<a href="#">B.Com</a>	Dr.MGR Janaki college of arts and science for womens	Chennai
22	S.Thenmozhi	8925299312	9791062903	meenasantilkumar820@gmail.com	Currently pursuing final year B.Sc mathematics	Dr.Mgr janaki college of arts and sciences for women	Chennai
23	D Thenmozhi	8939655282	8056669604	thenmozhidurai1703@gmail.com	B.sc mathematics	Dr.MGR Janaki College of Arts and Science for women	chennai



MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

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**Shortlisted candidates - Govche India Pvt Ltd**

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**HR Team** <hr@kanakkupillai.com>

28 April 2022 at 15:52

To: Placementmjc &lt;placementmjc@gmail.com&gt;

Hi Ma'am,

Greetings from Govche India Pvt Ltd!!!..

The support and organization which you made in the campus drive part was highly appreciable.

Please find the list of shortlisted candidates.

The shortlisted candidates will receive their offer letters shortly.

Best Regards,

**Easwari Ravi| Human Resource****Govche India Private Limited**Old No.13, New No.22, 1st Floor, [TNGO Colony](#),[West Karikalan Street, Adambakkam, Chennai - 600088](#).

(Near St Thomas Mount Railway station)Tamilnadu, India.

Landline 044- 43535345 Mobile +91 9962277174

[www.kanakkupillai.com](http://www.kanakkupillai.com)**DR MGR JANAKI COLLEGE FOR WOMEN.xlsx**

11K



MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

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**Shortlisted candidates - Govche India Pvt Ltd**

---

**HR Team** <hr@kanakkupillai.com>  
To: Placementmjc <placementmjc@gmail.com>

28 April 2022 at 15:52

Hi Ma'am,

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The support and organization which you made in the campus drive part was highly appreciable.

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Best Regards,

**Easwari Ravi| Human Resource**

**Govche India Private Limited**

Old No.13, New No.22, 1st Floor, [TNGO Colony](#),

[West Karikalan Street, Adambakkam, Chennai - 600088](#).

(Near St Thomas Mount Railway station)Tamilnadu, India.

Landline 044- 43535345 Mobile +91 9962277174

[www.kanakkupillai.com](http://www.kanakkupillai.com)



**DR MGR JANAKI COLLEGE FOR WOMEN.xlsx**

11K

**DR MGR JANAKI COLLEGE FOR WOMEN****Shortlisted Candidates**

<b>S NO</b>	<b>NAME</b>	<b>DEPARTMENT</b>
1	Surekha J	BBA
2	Pavithra M	B com(General)
3	Divya A	B com(Corporate Secretary)
4	Sarumathi G	B com
5	Karpagam Seetharaman	B sc(Mathematics)
6	Kavimalar Subramanian	B com(General)
7	Puppala Anjali	B com(General)
8	Roshni J	B com
9	Bhuvaneswari V	BBA
10	Maha tharani J	BBA
11	CR Devadharshini	BCA(Computer Application)
12	Sujitha M	BBA
13	Shobana Krishnamurthy	B com(A & F)
14	Janani C	B com(General)
15	R K Subiksha	B com
16	Mohana Malini J	B com(General)
17	Deepika J	BCA
18	Deepa Venkatesan	B com(General)
19	Abinaya S	B com(A & F)
20	Lakshana A	B com
21	Preeti Kumarl	B com
22	Kamali P	B com (A & F)
23	Aswani S	BBA
24	Nandhini P	BSC (Computer Science)
25	Aswini M	BCA
26	Muthulakshmi S	BBA
27	Neeraja R	B com (A & F)



MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

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**Campus Drive - MGR Janaki College**

---

**Vijayan Sekar** <Vijayan.Sekar@omegahms.com>

1 April 2022 at 12:25

To: MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

Cc: Sathiyapriya Ramamoorthy &lt;Sathiyapriya.Ramamoorthy@omegahms.com&gt;, Bharath Prasad &lt;Bharath.Prasad@omegahms.com&gt;

Hi Mam,

Please find the attached file for your reference.

Thanks,

Vijayan S

Omega Healthcare, Chennai

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**Note:**

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(no subject)

Vijayan Sekar <Vijayan.Sekar@omegahms.com>  
To: MGRJANAKI COLLEGE CHENNAI <placementmjc@gmail.com>

31 March 2022

Name	Ph No	Email	College	Degree	Fe
MONISHA E	8524827229	<a href="mailto:monishaelangovan1109@gmail.com">monishaelangovan1109@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Sh
T. Shree Selvi	6385528505	<a href="mailto:sreeselvi24701@gmail.com">sreeselvi24701@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
VISHALI. S	8190845266	<a href="mailto:Vishalisabapathi@gmail.com">Vishalisabapathi@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
Kavitha. N	8925401939	<a href="mailto:Kavithasam2345@gmail.com">Kavithasam2345@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
Tharangini.S	6383027492	<a href="mailto:tharangini135@gmail.com">tharangini135@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
S.MAHALAKSHMI	9361336443	<a href="mailto:mahaseker39@gmail.com">mahaseker39@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
P.VEDHAVALLI	6381335718	<a href="mailto:riyadcosta9024@gmail.com">riyadcosta9024@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
Ruksana Banu.S	9150855493	<a href="mailto:ruksanabanu554@gmail.com">ruksanabanu554@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
Anusuya. K	9962756644	<a href="mailto:anusiyacute752@gmail.com">anusiyacute752@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
R.M.priya dharshini	9361196343	<a href="mailto:priyadharashni47@gmail.com">priyadharashni47@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
B.vijayalakshmi	9361128818	<a href="mailto:vijib120@gmail.com">vijib120@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
Maanasi M	9551349637	<a href="mailto:maanasiyjanth@gmail.com">maanasiyjanth@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
Snegha B	7395941762	<a href="mailto:snegha1101@gmail.com">snegha1101@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Yet
Jenifer. A	7397260850	<a href="mailto:jeniferalphonse22@gmail.com">jeniferalphonse22@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Sh
Keerthana.R	9361012805	<a href="mailto:keerthanaramesh125@gmail.com">keerthanaramesh125@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Sh
SHIFA FATHIMA.S	9361873776	<a href="mailto:shifashifa4731@gmail.com">shifashifa4731@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Not S
Sobiya.R	8610169800	<a href="mailto:Sobiyaravi145@gmail.Com">Sobiyaravi145@gmail.Com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Sh
Malavika R	7708710194	<a href="mailto:malavigaraje@gmail.com">malavigaraje@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Not S
C. Ramya	9150467029	<a href="mailto:Selviramy85@gmail.co">Selviramy85@gmail.co</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Not S
Gowsalya.A	6369471927	<a href="mailto:gowsbsc@gmail.com">gowsbsc@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Sh
Harini.R	9566271041	<a href="mailto:harinir26r@gmail.com">harinir26r@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Not S
S.Dharani	7401228223	<a href="mailto:dharanidharani14032002@gmail.com">dharanidharani14032002@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Sh
Abirami S	9025989758	<a href="mailto:abimic1220@gmail.com">abimic1220@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Not S
Sripriya S	6379565201	<a href="mailto:priyaselvaraj2708@gmail.com">priyaselvaraj2708@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Sh
DIVYA.S	8870677742	<a href="mailto:Sivadivyaadivya@gmail.com">Sivadivyaadivya@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Sh
Gayathri sursh	8925268033	<a href="mailto:gayathrigayathri9735@gmail.com">gayathrigayathri9735@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Not S
Poornima. S	8428987487	<a href="mailto:Poornimasubramani26@gmail.com">Poornimasubramani26@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Sh
V. Shalini	6380223695	<a href="mailto:S30257740@gmail.com">S30257740@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Not S

Subhiksha Balan	9789864998	<a href="mailto:Subhikshabalan137@gmail.com">Subhikshabalan137@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	B.Sc Microbiology	Shr
A. HUMAIRA SHAIN	7397407643	<a href="mailto:abdulshain12@gmail.com">abdulshain12@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Shr
Shakilabanu.M	9952037078	<a href="mailto:banu17mothi@gmail.com">banu17mothi@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Shr
SOWMIYA. I	7094003027	<a href="mailto:sowmisowmiya1312@gmail.com">sowmisowmiya1312@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Not S
Renuka Devi. S	9840622999	<a href="mailto:rd689194@gmail.com">rd689194@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Shr
Swathi. G	8428103139	<a href="mailto:tharaniy25@gmail.com">tharaniy25@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Not S
kanimozhi.s	7538861848	<a href="mailto:Kanimozhitrk20@gmail.com">Kanimozhitrk20@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Not S
A. Gomathi	9789262697	<a href="mailto:gomathiayothi2000@gmail.com">gomathiayothi2000@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Shr
Sujee.S	7337648579	<a href="mailto:smicromsc@gmail.com">smicromsc@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Shr
Bhavani.S	9790762146	<a href="mailto:bhavanisekar89@gmail.com">bhavanisekar89@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Shr
Lavanya.S	9629026244	<a href="mailto:lavyansoundravalli@gmail.com">lavyansoundravalli@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Not S
Srutilaya.H	9150246945	<a href="mailto:sruti2121999@gmail.com">sruti2121999@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Shr
Anjali settu	8825457268	<a href="mailto:anjalitvm5@gmail.com">anjalitvm5@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Shr
lavaanya.P	8939639848	<a href="mailto:lavaanyap120@gmail.com">lavaanyap120@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Not S
Malathi	9600170733	<a href="mailto:balakrishnanmalathi2@gmail.com">balakrishnanmalathi2@gmail.com</a>	DR. MGR JANAKI COLLEGE ART AND SCIENCE FOR WOMEN	M.Sc. APPLIED MICROBIOLOGY	Not S

**Thanks & Regards**

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[www.omegacademy.com](http://www.omegacademy.com)

**Vijayan Sekar**

Sr. Executive - Business Development

**Omega Healthcare Management Services**

Extn : 7305 Mobile : +91 98405 37894

[Vijayan.Sekar@omegahms.com](mailto:Vijayan.Sekar@omegahms.com)**Note:**

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MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

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**Confirmation Mail - MGR Janaki (June 2nd, 2022)**

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**hemavathy.b@s2mhealth.com** <hemavathy.b@s2mhealth.com>

6 June 2022 at 10:50

To: placementmjc@gmail.com

Cc: hr@s2mhealth.com, Sophia &lt;sophia@s2mhealth.com&gt;, Navin Sethia &lt;navin@travllr.com&gt;, madhushree@s2mhealth.com

**Dear Pushpa Latha,****Confirmation Candidates for Campus Interviews**

Greetings from S2M Health Private Limited!

We are happy to welcome you to S2M Health Family. Your expected starting date is [July, 2022]. Thanking you for giving this opportunity and we are glad to have a placement drive at your college.

Kindly find the confirmation list attached in the mail and revert back with an acceptance acknowledged.

**Regards,  
Hemavathy B****HR Manager****S2M Health Pvt Ltd****Email id: [hemavathy.b@s2mhealth.com](mailto:hemavathy.b@s2mhealth.com)****Contact No. - +91- 9566206873**

S.No	Name	Department
1	R Harini	BSC Microbiology
2	S Poornima	BSC Microbiology
3	B Vijaya Lakshmi	BSC Microbiology
4	N Kavitha	BSC Microbiology
5	E Monisha	BSC Microbiology
6	M Shakilabanu	BSC Microbiology
7	A Humaira Shain	MSC Microbiology
8	S Abirami	BSC Microbiology
9	S Swathi	MSC Microbiology
10	S Anu	BSC Microbiology
11	B Malathi	MSC Microbiology
12	S Sripriya	BSC Microbiology
13	S Dharani	BSC Microbiology
14	S Renuka Devi	MSC Microbiology
15	T Shruti	BSC Biochemistry
16	R Nithyaeswari	MSC Microbiology
17	S Ruksana Banu	BSC Microbiology
18	K Anusuya	BSC Microbiology
19	R M Priya Dharshini	BSC Microbiology
20	M Bhavatharani	BSC Microbiology
21	S Nivetha	BSC Biochemistry
22	V Mukila	BSC Microbiology
23	M Sharon Persia	MSC Microbiology
24	B Selvarani	MSC Microbiology
25	P Lavaanya	MSC Microbiology
26	VS Geetha Lakshmi	MSC Microbiology
27	S Bhavani	MSC Microbiology
28	T Anitha Priya	MSC Microbiology
29	L Vinothini	MSC Microbiology
30	Revathy V	BSC Biochemistry
31	S Sujee	MSC Microbiology
32	H Srutilaya	MSC Microbiology



MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

## Dr.MGR Janaki College Of Arts And Science For Women- Congratulations to the Selected Candidates

**Silviya Thankachan** <Silviya.Thankachan@sutherlandglobal.com>  
To: "placementmjc@gmail.com" <placementmjc@gmail.com>

28 April 2022 at 18:08

Dear Ms. Preethika,

Greetings from Sutherland!!!

It was indeed a pleasure conducting the virtual campus drive for your institution. I'm here by mentioning the details of those vibrant minds who have cleared our Non voice rounds of interviews & have been shortlisted as a "Associate" . Our Hearty Congratulations to the below Candidates,

Letter of intent will be shared shortly.

S.No	Stream	Candidate's Name	Primary Number	Email ID
1	B.A. English	NITHYA SHREE M	6369598179	<a href="mailto:nithyashreemurali20@gmail.com">nithyashreemurali20@gmail.com</a>
2	B.Com A&F	Vinothini.B	8939148067	<a href="mailto:Vinoboopal2002@gmail.com">Vinoboopal2002@gmail.com</a>
3	B.Com A&F	AARTHI.V	8754418362	<a href="mailto:aarthi1134@gmail.com">aarthi1134@gmail.com</a>
4	B.Com A&F	M.Dhivya dharshini	8778601809	<a href="mailto:dhivyadhivya441@gmail.com">dhivyadhivya441@gmail.com</a>
5	B.Com A&F	GAJALAKSHMI.P	8608043812	<a href="mailto:gajalakshmi05112000@gmail.com">gajalakshmi05112000@gmail.com</a>
6	B.Com A&F	DIVYA.R	8925617709	<a href="mailto:divyadhiya1028@gmail.com">divyadhiya1028@gmail.com</a>
7	B.Com A&F	Yuvadharani U	9344682466	<a href="mailto:yuvadharani1412@gmail.com">yuvadharani1412@gmail.com</a>
8	B.Com A&F	B. Dana sree	9344315329	<a href="mailto:danasreedanasree@gmail.com">danasreedanasree@gmail.com</a>
9	B.Com CS	Monika.v	7358296987	<a href="mailto:monikitty4102@gmail.com">monikitty4102@gmail.com</a>
10	B.Com CS	S.Thilaga	6380774331	<a href="mailto:shanmugamthilaga389@gmail.com">shanmugamthilaga389@gmail.com</a>
11	B.Com CS	Rithika.s	9940691021	<a href="mailto:rithikasaravanan0@gmail.com">rithikasaravanan0@gmail.com</a>
12	B.Com CS	SRIBHA S	9500051220	<a href="mailto:sribhasridhar06@gmail.com">sribhasridhar06@gmail.com</a>
13	B.Com CS	Padmini.V	6369686854	<a href="mailto:savitha21v@gmail.com">savitha21v@gmail.com</a>

14	B.Com CS	D. Divyadarshini	9600110984	<a href="mailto:divyadarshini882@gmail.com">divyadarshini882@gmail.com</a>
15	B.Com CS	Ayesha. Sk	7569990357	<a href="mailto:ayashaayasha23162@gmail.com">ayashaayasha23162@gmail.com</a>
16	B.Com CS	K.Revathi	6374388385	<a href="mailto:revathikumaravel18@gmail.com">revathikumaravel18@gmail.com</a>
17	B.Com CS	Sivaranjani.S	8248414248	<a href="mailto:sivaranjani32001@gmail.com">sivaranjani32001@gmail.com</a>
18	B.Com General	Divya. G	9003026820	<a href="mailto:divyaravi2412@gmail.com">divyaravi2412@gmail.com</a>
19	B.Com General	Annapoorani.G	6383464057	<a href="mailto:annapooranig34@gmail.com">annapooranig34@gmail.com</a>
20	B.Com General	Aswathy Anand.S	9361557383	<a href="mailto:aswathyanand.s11@gmail.com">aswathyanand.s11@gmail.com</a>
21	B.Com General	Hari priya S	9150858636	<a href="mailto:princesspriya1306@gmail.com">princesspriya1306@gmail.com</a>
22	B.Com General	Pavithra. S	8220613664	<a href="mailto:Pavithrasha18@gmail.com">Pavithrasha18@gmail.com</a>
23	B.Com General	Sneha.m	9962561118	<a href="mailto:snehamurugesan2001@gmail.com">snehamurugesan2001@gmail.com</a>
24	B.Com General	M. Iswarya	7358326925	<a href="mailto:iswarya542001@gmail.com">iswarya542001@gmail.com</a>
25	B.Com General	Sruthi. J	8807264074	<a href="mailto:sruthijohnson2122@gmail.com">sruthijohnson2122@gmail.com</a>
26	B.Com General	Dhanalakshmi.M.G.	7708622692	<a href="mailto:dhana.mg.personal@gmail.com">dhana.mg.personal@gmail.com</a>
27	B.Com General	Abinaya A	8144713122	<a href="mailto:abinayaaruljothi1031@gmail.com">abinayaaruljothi1031@gmail.com</a>
28	B.Com General	O.susila godara	9962199826	<a href="mailto:sushilagodara2809@gmail.com">sushilagodara2809@gmail.com</a>
29	B.Com General	Rizwana.M	9150870596	<a href="mailto:rizwanaali449@gmail.com">rizwanaali449@gmail.com</a>
30	B.Com General	Asvini. V	6382369317	<a href="mailto:asvinivaidhy@gmail.com">asvinivaidhy@gmail.com</a>
31	B.Com General	Aarthi v	8667521730	<a href="mailto:aarthyvaidhy@gmail.com">aarthyvaidhy@gmail.com</a>
32	B.Com General	P. Dharshika	9150860872	<a href="mailto:darshikarukmani@gmail.com">darshikarukmani@gmail.com</a>
33	B.Com General	S. Bhavani	7395948026	<a href="mailto:bhavanikumar844@gmail.com">bhavanikumar844@gmail.com</a>
34	B.Com General	SURYA KALAPAHAR . S	8778700316	<a href="mailto:Suryakalapahars@gmail.com">Suryakalapahars@gmail.com</a>
35	B.Com General	Deepika.S	7299221180	<a href="mailto:deepikasuresh75@gmail.com">deepikasuresh75@gmail.com</a>
36	B.Sc Computer Science	Pradeepa.r	6369308882	<a href="mailto:Pragyadeepa971@gmail.com">Pragyadeepa971@gmail.com</a>
37	B.Sc Computer Science	KOKILA G	9940452934	<a href="mailto:gskokila565@gmail.com">gskokila565@gmail.com</a>



38	B.Sc Computer Science	Saranya.G	9150928223	<a href="mailto:saranyaguna6532@gmail.com">saranyaguna6532@gmail.com</a>
39	B.Sc Computer Science	Chithra P	9597821011	<a href="mailto:cs2chithra2002@gmail.com">cs2chithra2002@gmail.com</a>
40	B.Sc Computer Science	A.Barkavi	7868982177	<a href="mailto:barkavi.ap@gmail.com">barkavi.ap@gmail.com</a>
41	B.Sc Computer Science	SARANYA.C	6382843126	<a href="mailto:saranyachandrasekar0708@gmail.com">saranyachandrasekar0708@gmail.com</a>
42	B.Sc Computer Science	Venus. J	8072153215	<a href="mailto:Venusj522@gmail.com">Venusj522@gmail.com</a>
43	BBA	Sri Auro Tharani. S	6383304262	<a href="mailto:aurogiri@gmail.com">aurogiri@gmail.com</a>
44	BBA	Surekha.J	9383083345	<a href="mailto:surekhajbbashift@gmail.com">surekhajbbashift@gmail.com</a>
45	BBA	S.Renuka	9360781562	<a href="mailto:renuswathi4812916@gmail.com">renuswathi4812916@gmail.com</a>
46	BBM	Varsha. N	9600152415	<a href="mailto:varshanaresh23@gmail.com">varshanaresh23@gmail.com</a>
47	BBM	Priya Dharshini. R	8637619659	<a href="mailto:rvaisha19@gmail.com">rvaisha19@gmail.com</a>
48	BBM	Nandhini.D	9600330202	<a href="mailto:nandhinidinesh0610@gmail.com">nandhinidinesh0610@gmail.com</a>
49	BBM	J. Gayathri	8220718099	<a href="mailto:gg9337804@gmail.com">gg9337804@gmail.com</a>
50	BBM	Shakthi priya .K	8925275411	<a href="mailto:shaktipriya904@gmail.com">shaktipriya904@gmail.com</a>
51	BBM	R.swetha	9789871604	<a href="mailto:swetharavi304@gmail.com">swetharavi304@gmail.com</a>
52	BCA	Keerthana. S	8925382264	<a href="mailto:keerthanamurugan1812@gmail.com">keerthanamurugan1812@gmail.com</a>
53	BCA	Jayapriya R	9360670454	<a href="mailto:jayapriya27.official@gmail.com">jayapriya27.official@gmail.com</a>

Thanks& Regards,



**Silviya Thankachan**  
Talent Acquisition  
SUTHERLAND

**M:** +91 8137010196 **E:** [silviya.thankachan@sutherlandglobal.com](mailto:silviya.thankachan@sutherlandglobal.com)



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**3 attachments**

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4K



**image002.png**  
35K



**image003.png**  
66K



## Dr.MGR Janaki College Of Arts And Science For Women- Congratulations to the Selected Candidates

Silviya Thankachan <Silviya.Thankachan@sutherlandglobal.com>  
To: "placementmjc@gmail.com" <placementmjc@gmail.com>

1 March 2022 :

Dear Mrs.Preethika,

Greetings from Sutherland!!!

It was indeed a pleasure conducting the virtual campus drive for your institution. I'm here by attaching the Letter Of Intent and the details of those vibrant minds who have cleared our Voice round interviews & have been shortlisted as a "Associate" . Our Hearty Congratulations to the below Candidates,

College Name	Program	Department	First Name	Primary Number (Contact No)	Email ID
Dr.MGR Janaki College Of Arts And Science For Women	Arts	B.A. English	Kowsalya S	6379416804	<a href="mailto:alyasrini@gmail.com">alyasrini@gmail.com</a>
Dr.MGR Janaki College Of Arts And Science For Women	Arts	B.Com A&F	Kashika P	8925623646	<a href="mailto:kashikapalanimuthu@gmail.com">kashikapalanimuthu@gmail.com</a>
Dr.MGR Janaki College Of Arts And Science For Women	Arts	B.Com A&F	POOJA RUKMANI R	6381804006	<a href="mailto:rpoojaruk2002@gmail.com">rpoojaruk2002@gmail.com</a>
Dr.MGR Janaki College Of Arts And Science For Women	Arts	B.Com A&F	Rajeswari.V	9080639729	<a href="mailto:Vadivelmuruganrajeswari@gmail.com">Vadivelmuruganrajeswari@gmail.com</a>
Dr.MGR Janaki College Of Arts And Science For Women	Arts	B.Com General	Lakshana.A	7550150623	<a href="mailto:lakshanaanand924@gmail.com">lakshanaanand924@gmail.com</a>
Dr.MGR Janaki College Of Arts And Science For Women	Arts	B.Sc Computer Science	K.Dhanalakshmi	9344331451	<a href="mailto:k.dhanakarunanidhi@gmail.com">k.dhanakarunanidhi@gmail.com</a>
Dr.MGR Janaki College Of Arts And Science For Women	Arts	BBM	SATHIYA. M	8838575739	<a href="mailto:sathiyamaha2001@gmail.com">sathiyamaha2001@gmail.com</a>
Dr.MGR Janaki College Of Arts And Science For Women	Arts	B.Com CS	Hemamalini.S.	7395925144	<a href="mailto:hemamalinisekar89@gmail.com">hemamalinisekar89@gmail.com</a>
Dr.MGR Janaki College Of Arts And Science For Women	Arts	B.Com General	Chithra. G	7305041125	<a href="mailto:gchithra1125@gmail.com">gchithra1125@gmail.com</a>
Dr.MGR Janaki College Of Arts And Science For Women	Arts	B.Com General	Kavipriya M	09080231192	<a href="mailto:kavipriyamohan216@gmail.com">kavipriyamohan216@gmail.com</a>
Dr.MGR Janaki College Of Arts And Science For Women	Arts	BCA	HARINI VASINI.D	6381900245	<a href="mailto:harinivasini916@gmail.com">harinivasini916@gmail.com</a>
Dr.MGR Janaki College Of Arts And Science For Women	Arts	BCA	Priyadharshini N	8248443804	<a href="mailto:priyadharshini0974@gmail.com">priyadharshini0974@gmail.com</a>

Thanks& Regards,



**Silviya Thankachan**  
Talent Acquisition  
SUTHERLAND

M: +91 8137010196 E: [silviya.thankachan@sutherlandglobal.com](mailto:silviya.thankachan@sutherlandglobal.com)





MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

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**SHORTLISTED LIST FROM VF-TMF**

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**gokulraj.r@valliappafoundation.org** <gokulraj.r@valliappafoundation.org>

19 March 2022 at 15:39

To: MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

Cc: PA Saraswathi &lt;Centremanager-chennai@valliappafoundation.org&gt;, Saraswathi Anandan &lt;saraswathianandan25@gmail.com&gt;, suthakar.s@valliappafoundation.org

Dear Madam,

I Have Attached The Shortlisted Candidates Name List. Please Provide The Students Based On The Attached List.

Gokulraj.R

Client Relationship Manager

Valliappa Foundation

Chennai – 600053

Handphone: 94990 56190

<https://www.valliappafoundation.org/>

Alternate Contact details:

+91 94990 56154 / 044 2658 1801

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**2 attachments****Dr.MGR Janaki College.pdf**  
810K**Dr.MGR Janaki College .xlsx**  
14K

Date:17/03/2022

To,  
Placement Officer,  
Dr. MGR Janaki College for Women.

**LETTER OF INTENT**

Dear Sir,

Consequent to the interview held on 17/03/2022 for UG & PG Students of Life Sciences, we are pleased to offer them On - Job Training position on (Medical Coding in **VF TMF SMART CENTRE, Ambattur** Chennai. On Successful completion of the training, they will be deputed at our client office as **Medical Coding Trainee on their payrolls**

This assignment is purely training in nature and after assessment they will be deputed in our client location based on their performance in the interview.

They need to report to our Centre for training onboarding on following days March 25<sup>th</sup> & 26<sup>th</sup>, 2022 with these documents,

- Resume Copy
- 3Passport Size Photographs
- Photocopy of Aadhar Card
- Education Certificates (10<sup>th</sup> ,12<sup>th</sup>, Diploma, Degree- All Semesters Mark Sheets)



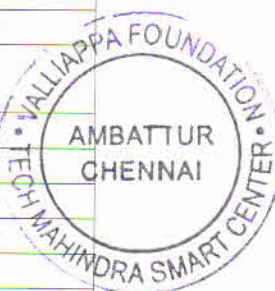
Following Candidates are selected for training on-boarding:

Sno	Name	College Roll No	WhatsApp Contact	Department
1	Abirami.P	221908885	9500143232	B.Sc Biochemistry
2	Ayisha Banu.J	221908886	6382456138	B.Sc Biochemistry
3	Bharathy.D	221908887	9962033352	B.Sc Biochemistry
4	Gayathri.K	221908889	9384974532	B.Sc Biochemistry
5	Kaneez Fathima.R	221908892	8925481736	B.Sc Biochemistry
6	Manjushree.A	221908896	8870880879	B.Sc Biochemistry
7	Meena.M	221908898	9043865962	B.Sc Biochemistry





8	S.Nivetha	221908901	9025274506	B.Sc Biochemistry
9	Reshma v	221908906	8190812704	B.Sc Biochemistry
10	Revathy. V	221908907	9344404463	B.Sc Biochemistry
11	Rohini. M	221908908	9629929633	B.Sc Biochemistry
12	Roshni. S	221908909	9384637670	B.Sc Biochemistry
13	Sandhiya.D	221908910	9360890825	B.Sc Biochemistry
14	K.Sasipriya	221908911	9962706609	B.Sc Biochemistry
15	Shahin Farzan T K	221908912	9150925450	B.Sc Biochemistry
16	Swathi.R	221908915	9092990754	B.Sc Biochemistry
17	THENMOZHI S	221908916	9791372831	B.Sc Biochemistry
18	Vanmathy.G	221908918	8248022080	B.Sc Biochemistry
19	A.vijayalakshmi	221908919	8925749119	B.Sc Biochemistry
20	Kenujah Balasingam	221909993	9150995802	B.Sc Biochemistry
21	Hemalatha T		9884021368	B.Sc Biochemistry
22	Leelavathy S		8681055463	B.Sc Biochemistry
23	Porkodi R		9994504252	B.Sc Biochemistry
24	Anjali.S	61001247	7708006230	Microbiology
25	Anusuya. K	221908812	9962756644	Microbiology
26	S.Boopika Harini	221908818	9566954458	Microbiology
27	K.MEERA	221908843	9360711493	Microbiology
28	Mukila.V	221908846	9360075935	Microbiology
29	S.Nandhini	221908849	7338900244	Microbiology
30	Nivetha. R	221908851	8668014468	Microbiology
31	Pooja.T	221908854	7603893997	Microbiology
32	S.Priyadarshini	221908856	9677012436	Microbiology
33	Reshma .J	221908859	7305774233	Microbiology
34	G. Ruthranjana	221908861	9150160534	Microbiology
35	M. Shamala priya	221908864	6381613191	Microbiology
36	Yogalakshmi. R	221908877	8939798385	Microbiology
37	Geethaa Lakshmi. V. S	612001250	7305860258	Microbiology
38	Gomathi. A	612001251	9789262697	Microbiology
39	A. HUMAIRA SHAIN	612001252	7397407643	Microbiology
40	kanimozhi.s	612001253	7538861748	Microbiology
41	Kowsalya.A	612001254	6380869794	Microbiology
42	lavaanya.P	612001255	8939639848	Microbiology
43	Lavanya.S	612001256	9629026244	Microbiology
44	Malathi	612001257	9600170733	Microbiology
45	Nithyaeswari R	612001258	8925167762	Microbiology
46	Renuka Devi. S	612001261	9840622999	Microbiology
47	Shakilabanu.M	612001263	9952037078	Microbiology
48	Sharon Persia.M	612001264	8903483676	Microbiology



**ADDRESS:**

**VF-TMF SMART CENTRE**

**NO: 16, SHIVASHANMUGAM STREET, S.V. NAGAR,  
ORAGADAM, AMBATTUR, CHENNAI - 600 053**

✉ [info@valliappafoundation.org](mailto:info@valliappafoundation.org)

☎ 9080066445, 9080066789





49	Sibiyal magdalene J.M	612001265	9087479759	Microbiology
50	SOWMIYA. I	612001266	7094003027	Microbiology
51	Sujee.S	612001268	7337648579	Microbiology
52	Swathi. G	612001269	8428103139	Microbiology
53	VINODHINI.L	612001270	9042079966	Microbiology
54	Kavitha A		9094111009	Microbiology
55	Uma A		8925284238	Microbiology

With Warm Regards,

*Saraswathi P.A.*

Saraswathi .PA

Project Manager

VF-TMF SMART CENTER

Email: [Centremanager-chennai@valliappafoundation.org](mailto:Centremanager-chennai@valliappafoundation.org)

Phone: 9499056154|Landline: 044-26581801



ADDRESS:

VF-TMF SMART CENTRE

NO: 16, SHIVASHANMUGAM STREET, S.V. NAGAR,  
ORAGADAM, AMBATTUR, CHENNAI - 600 053

✉ [info@valliappafoundation.org](mailto:info@valliappafoundation.org)

☎ 9080066445, 9080066789



MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

## Selected Candidates List

**Human Resource UNS EduTech** <hr@unsedutech.com>

11 April 2022 at 16:18

To: MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

Madam

**Greetings from IIT'ians UNS EduTech!**

It was a pleasure conducting the drive at your campus!

Thanks for the warm gesture and coordination!

**Hereby we declare the list of selected candidates:**

Name	Number	Qualification
Gayathri K S	9962679242	MA English Literature
Reshma Hashmi R T	9566043264	MSc IT
Jenifer Felcia	9080737084	BA English
Padmasri M	9361507035	BCA
Aswini M	9962039872	BCA
Sujitha M	9360623052	BBA
Muthulakshmi S	8939575004	BBA
Priya B	9150104430	BBA
Kavipriya M	9080231192	B Com
Sneka D	8608062284	BCom
Sai Alamelu T	8678924681	BCom

Regards

**Stella Johnson,**  
**+91 84383 94721,**

HR Manager,

Regards

**UNS EduTech****The Science Centre**No. 27, VGP Selva Nagar, 2nd main,  
Vijaya Nagar, Velachery,  
Chennai – 600042





MGRJANAKI COLLEGE CHENNAI &lt;placementmjc@gmail.com&gt;

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## Shortlisted 5 candidates for Tamil Language

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**Shivakumar Panchananam** <shivakumar.panchananam@centa.org>

8 August 2022 at 13:22

To: placementmjc@gmail.com

Cc: Neelakantan K <neelakantan.k@centa.org>

Hi Madam,

We have shortlisted 5 candidates from the interviews we conducted recently.

Below are the details:

Ramya K

M Priyanka

R Pavithra

M Ranjitha

M Nirmala

Except Nirmala, others have not responded to our email. Can you please ask them to contact us or share their mobile numbers with us. It would be helpful to reach them and take it forward.

Waiting to hear from you.

Regards

Shivakumar Panchananam

Centre for Teacher Accreditation (CENTA®)

[www.centa.org](http://www.centa.org)

*Registered Certification Trademark in education*





20-May-2022

Dear Priyanka P,  
BCA, Computer Application  
Dr MGR Janaki College of Arts and Science for Women, Chennai

**Candidate ID – 21335114**

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

You have been selected for the position of **Programmer 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 **252,000/-**. 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. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. 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**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

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

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

### 3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Priyanka P

**Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	<b>Annual Gross Compensation</b>		<b>220,500</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>232,500</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>252,000</b>

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

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

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

#### Leave & Vacation:

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

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

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

## Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Priyanka P, 21, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

### 1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or adverse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### **4. Confidentiality**

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### **5. Data Protection**

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### **6. Work Schedule**

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole



discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## **7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## **8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## **10. Representations and Warranties**

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or



contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

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 fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

## **16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

## **17. Survival**

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

## **18. Dispute Resolution and Governing law**

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

## **19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited**

**Priyanka P**

Sign: \_\_\_\_\_  
Name: \_\_\_\_\_

Sign: \_\_\_\_\_  
Date: \_\_\_\_\_



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218637040/Chennai**  
**Date: 04/02/2022**

Ms. Varsha A  
10/19Nethaji Nagar South Street,  
Thiruvannamiyur,  
Chennai-600041,  
Tamil Nadu.  
Tel# -9791127383

Dear Varsha A,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer 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 **₹1,90,926/-** 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, this offer is liable to lapse at the discretion of TCS 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**  
**TCSL/DT20218637040**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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



**Offer: Computer Consultancy**

**Ref: TCSL/DT20218640616/Chennai**

**Date: 04/02/2022**

Ms. Subbulakshmi E  
1Kennedy 2 Nd Street,  
Mylapore,  
Chennai-600004,  
Tamil Nadu.  
Tel# 91-9677979769

Dear Subbulakshmi E,

**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 **₹1,90,926/-** 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, this offer is liable to lapse at the discretion of TCS 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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## **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/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

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

### **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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**3**

**TATA CONSULTANCY SERVICES**

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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 as per the provisions of the said Act.

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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months (including the TCS Xperience Program 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 Xperience 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 over time depending upon the business exigencies as permitted by law.

### **4. Mobility**

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

### **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 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. Work in SBWS mode**

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

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

## **10. Service Agreement**

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

## **11. Overseas International Assignment Agreement**

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



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

## **12. Terms and Conditions**

The above terms and conditions 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.

## **13. TATA Code of Conduct**

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

## **14. Notice Period**

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

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

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

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

## **15. Retirement**

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

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

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



qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

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

### 18. Background Check

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

### 19. Submission of Documents

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

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

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



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## **20. TCS Xperience Program**

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

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

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

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

### **23. Compliance to all clauses**

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

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

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

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

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

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

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

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



**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Subbulakshmi E</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
<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##		5,379
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,129</b>	<b>1,90,926</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. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,343</b>	<b>52,110</b>



## Annexure 2

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





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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

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

## **3. Intellectual Property Rights**

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



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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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



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

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





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218636853/Chennai**  
**Date: 04/02/2022**

Ms. Priyadarshini B  
18/26Narayana Chetty Lane,  
Opposite To Ravi Pharmacy,  
Chennai-600028,  
Tamilnadu.  
Tel# 91-9600968052

Dear Priyadarshini B,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer 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 **₹1,90,926/-** 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, this offer is liable to lapse at the discretion of TCS 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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TCSL/DT20218636853

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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

*B. Priyadarshini*





## **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/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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**TATA CONSULTANCY SERVICES**  
**Tata Consultancy Services Limited**

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

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

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

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





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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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

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

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

#### **2. Higher Hospitalisation**

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

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

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

### **Maternity Leave**

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

### **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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*B. Priyadarshini*





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 as per the provisions of the said Act.

#### **Gratuity**

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

### **TERMS AND CONDITIONS**

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

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

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months (including the TCS Xperience Program 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 Xperience 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 over time depending upon the business exigencies as permitted by law.

### **4. Mobility**

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

### **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 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. Work in SBWS mode

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

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

## 10. Service Agreement

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

## 11. Overseas International Assignment Agreement

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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

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*B. Priyadharshini*





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

## **12. Terms and Conditions**

The above terms and conditions 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.

## **13. TATA Code of Conduct**

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

## **14. Notice Period**

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

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

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

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

## **15. Retirement**

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

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

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





qualification of MBBS to the Induction Coordinator.

#### 17. Employment of Non Indian Citizens

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

#### 18. Background Check

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

#### 19. Submission of Documents

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

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

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





- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 20. TCS Xperience Program

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

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

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

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

### 23. Compliance to all clauses

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

### 24. Data Privacy Clause:

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

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

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

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

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

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



**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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

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

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*B. Priyadharshini*





# GROSS SALARY SHEET

Annexure 1

Name	Priyadarshini B
Designation	Graduate Trainee
Institute Name	Others

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 #	4,343	52,110
<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##		5,379
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,129</b>	<b>1,90,926</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. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,343</b>	<b>52,110</b>

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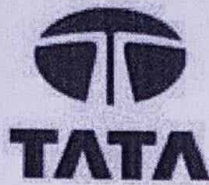




## Annexure 2

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





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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





## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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





**4. Prior knowledge**

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

**5. Use of third party material**

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

**6. Security policies and Guidelines.**

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

**7. Working in SBWS Framework:**

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

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

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

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





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

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

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

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

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

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

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

#### 9. No License

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





## 10. Equitable Rights

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

## 11. General

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

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

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

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





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

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



**Offer: Computer Consultancy**

**Ref: TCSL/DT20218617464/Chennai**

**Date: 04/02/2022**

Ms. Nandhini P  
15/8 Mayor Chittibabu,  
Triplicane,  
Chennai-600005,  
Tamil Nadu.  
Tel# 91-7695915831

Dear Nandhini P,

**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 **₹1,90,926/-** 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, this offer is liable to lapse at the discretion of TCS 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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**TCSL/DT20218617464**

**TATA CONSULTANCY SERVICES**

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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/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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**TATA CONSULTANCY SERVICES**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

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

### **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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**TCSL/DT20218617464**

**3**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

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

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



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 as per the provisions of the said Act.

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

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

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months (including the TCS Xperience Program 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 Xperience 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 over time depending upon the business exigencies as permitted by law.

### **4. Mobility**

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

### **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 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. Work in SBWS mode**

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

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

## **10. Service Agreement**

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

## **11. Overseas International Assignment Agreement**

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



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

## **12. Terms and Conditions**

The above terms and conditions 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.

## **13. TATA Code of Conduct**

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

## **14. Notice Period**

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

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

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

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

## **15. Retirement**

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

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

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



qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

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

### 18. Background Check

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

### 19. Submission of Documents

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

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

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





- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## **20. TCS Xperience Program**

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

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

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

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

### **23. Compliance to all clauses**

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

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

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

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

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

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

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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

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





## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Nandhini P</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
<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##		5,379
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,129</b>	<b>1,90,926</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. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,343</b>	<b>52,110</b>



## Annexure 2

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



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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





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

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

## **3. Intellectual Property Rights**

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



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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

## **9. No License**

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





## **10. Equitable Rights**

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

## **11. General**

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

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

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

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



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

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

Dear **Preethi M,**

Congratulations! We are delighted to inform you that you have been successfully completed our initial selection process. We are pleased to share the **TCS Offer Letter** with you.

Your **Offer Letter** is available to in your NextStep account.

Follow the instructions given below to accept your **Offer Letter**:

1. Connect to the internet and click on the link:  
<https://nextstep.tcs.com>.
2. Login to the system using your Login Credentials.
3. To accept the **offer letter**, click on **Offer Letter**.
4. Click on **I Accept** button to accept the **offer**
5. Once you accept the **offer letter**, you can download the same.





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218636943/Chennai**  
**Date: 04/02/2022**

Ms. Mithulaw Mithulaw  
No 15/33Thiruvalluvarpet Street,  
Mandaveli,  
Chennai-600028,  
Tamilnadu.  
Tel# 91-9123521164

Dear Mithulaw Mithulaw,

**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 **₹1,90,926/-** 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, this offer is liable to lapse at the discretion of TCS 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**  
**TCSL/DT20218636943**

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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

Date: March 11, 2022

Ref: LTI/HR/Campus/NE6/2022

Name: Sahanasri.R

College: Dr.Mgr Janaki College of Arts and Science for women

### **OFFER OF EMPLOYMENT**

Dear Sahanasri.R,

**Welcome** to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period, your CTC including all benefits will be **Rs.3,14,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### **TERMS AND CONDITIONS**

#### **1. Increments and Promotions**

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

#### **2. Overseas Deputation/International Assignment**

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

#### **3. Documents**

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



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Ashish Naik  
Associate Director -  
Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date

ANNEXURE-1

Name : Sahanasri.R			Date : March 11, 2022		
Salary Grade : AT1					
Components		Rs. p.a.		Rs. p.m.	
Basic				15,000	
Bouquet of Benefits				6,015	
Bonus				1750	
A. Base Salary (PA)		273,180		22,765	
Annual Incentive		0			
B. Total Variable (PA)		0			
C. Total Target Cash (A+B)		273,180			
Provident Fund (PF)		21,600		1,800	
Gratuity		8,664		722	
Mediclaime Premium		10,556			
D. Retirals & Other Benefits		40,820			
Cost to Company (CTC) C+D		314,000			



**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.  
Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Group Term Life Insurance (GTLI):**

There shall be a deduction of GTLI premium from your monthly salary to cover you under this Program. In case you choose to opt out of this Insurance program, you shall voluntarily to do so in December every year.

**Notes:**

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Leave Travel Allowance (PA)	Rs. /-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.  
-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.  
- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.  
- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year2022 Batch		
Qualification	BSC,BCA,BCS,BBA (CA, CS, CB, DC)	Diploma
Branches:	Computer Science/Information Technology/Information science and Electronics	
Age Criteria: As on 1st July of Passing year (2022)	Less than 23 years	Age >= 18 years and less than 21 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. <b>No Year drop allowed.</b>	
Course must complete in:	3 Years	
SSC, HSC Percentage / CGPA:	50% & Above OR Equivalent CGPA	
	NOTE: • SSC/HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration	
Diploma/Graduation Percentage/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA	
	• For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered. • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results	
	• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)	
	• Conversion from CGPA into Percentage must be calculated as per your respective University norms	
	• Provisional/Passing Certificate must state <b>First Class</b>	
Re-attempts/ATKTs /Backlogs/Arrears (Diploma, Graduation)	• <b>No active/live backlogs allowed during the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)	
	• <b>No</b> Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester of any course</u> . • Any pending Re-attempts/ATKTs/Backlogs/Arrears <u>in the current course</u> (obtained after the interview process) <b>must be attempted and cleared with the final semester examinations</b>	
Nature of Course:	All Full Time courses Only	
Year of Passing:	2022 SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE /State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self Declaration :**

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of hiring.
2. I am aware that this hiring process is completely free of cost
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement
5. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
6. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

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

**Name:** \_\_\_\_\_

**Institution Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

**Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com). Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys



MMC INFO TECH - SHIFT 1 (Selected)

1. BHARATHI M - BCOM CS
2. YOGESHWARI S - BCOM CS
3. ~~ASHWINI K~~ - ~~BSC (COMPUTER SCIENCE)~~
4. ILAKIYA K - BCOM GENERAL
5. HARINI. T.R - BCOM GENERAL
6. DIVYADHARSHINI. R - BCOM GENERAL
7. SINDHU A - BCOM GENERAL
8. THANKALASHMI S - BSC (COMPUTER SCIENCE)
9. ASWINI KALIMUTHU - BSC (COMPUTER SCIENCE)
10. DHANALAKSHMI. S - BSC (COMPUTER SCIENCE)
11. PAVITHRA. R - BCOM (CS)
12. PANDILLA SARIKA - BCOM (GENERAL)
13. MARIKKALA S - BSC PSYCHOLOGY. (PT)
14. RASHMI SAHOO N - BCOM GENERAL
15. KEERTHANA. R - BCOM GENERAL
16. MAHALAKSHMI G - BCOM (AF)
17. <sup>H</sup>BAVANISHREE. M - BSC PSYCHOLOGY.
18. JAYASHREE P - BCOM GENERAL
19. JAYA SHREES - BCOM GENERAL
20. KANIMOZHI M - BCOM GENERAL
21. MARIA NEGOMIA - BA ENGLISH
22. KEERTHANA M - BA ENGLISH

23. JESINTHA S - BCOM (GENERAL)
24. GAYATHRI R - BCOM GENERAL
25. GEETHA PRIYA - BCOM GENERAL
26. INDHUMATHIA - BCOM GENERAL (PT).
27. KASTHURI P - BCOM GENERAL
28. MARIA PRIYADHARSHINI F - BCOM GENERAL
29. TARUNIKA N - BSC PSYCHOLOGY
30. JEEVITHA A - BCOM GENERAL
31. MOUNIKA B - BSC PSYCHOLOGY
32. PAVITHRA S -
33. MOGANAPRIYA E - BSC PSYCHOLOGY
34. ROHINI R - BA ENGLISH
35. MESIBHA ME - BSC PSYCHOLOGY
36. NAGASWATHI C H - BCOM GENERAL