



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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**CRITERION 5**



***5.2 STUDENT PROGRESSION***



Punjab Association's

# ANNA ADARSH COLLEGE FOR WOMEN

(Affiliated to University of Madras)

Chennai - 600040, Tamil Nadu.

## Verified & Certified Documents

Metric No.: 5.2.1

Page No.: 3 To: 388

*R. Shankar*

PRINCIPAL





Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

---

CRITERION 5

## ***5.2.1 Students Placement & Progression***



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

---

CRITERION 5

***ACADEMIC YEAR***

***2018 - 2019***

**SUTHERLAND****PROVISIONAL OFFER LETTER**

Campus Name : Anna Adarsh college for women

Date : 1/22/2019

Dear Shalini Venkatesalu - BA(ECO) (Voice)

**Congratulations!!!****Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

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- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

*J. Joseph*  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884  
CIN:U72200TN2000PTC045578



**PROVISIONAL OFFER LETTER**

Campus Name : Anna Adarsh college for women Date : 1/22/2019

Dear Gayathri Natrajan - BA(ECO) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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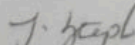
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**Sutherland**

  
**Authorized Signatory**

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Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884  
CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women Date : 1/22/2019

Dear Parveen Banu J - BA (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

**Sutherland**

*J. Singh*  
**Authorized Signatory**

**Candidate Acceptance**

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 45-A, Velachery Main Road  
 Vijayanagaram  
 Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884  
 CIN:U72200TN2000PTC045578



29.07.2021

To

**Sharon Caroline D,**

No. 43 TVK Nagar 3rd Street,  
Perambur,  
Chennai – 600011.

Ref: COV/OL/A824/29072021

Dear Sharon,

Welcome to Covenant!

Thank you for exploring career opportunities with Covenant Consultants. You have successfully completed our selection process and we are pleased to offer you the position of **Executive – Talent Acquisition (Grade – C1B)** in our organisation and you will be based in the Company's Chennai Office.

Your Annual CTC would be **Rs 2,10,120/-** (Two Lakh Ten Thousand One Hundred and Twenty Only) (Refer Annexure - II). This is excluding your variable incentives but inclusive of all other perks, Champion Incentives (Performance based variable incentives applicable only on achievement of IR targets), allowances and retirals like Provident Fund etc. Please note that you are required to join us on or before 2<sup>nd</sup> Aug 21, failing which this offer of employment shall stand withdrawn.

You will be governed by the rules and regulations of the company as applicable to all employees (Refer Annexure-I). We take this opportunity to welcome you to Covenant and look forward to you having a rewarding and challenging career with us.

God Bless.

Warm Regards,

Muralikrishnan.S  
Head – HR & Finance  
Covenant Consultants

Encl: Annexure – I: Terms of Employment  
Annexure – II: Gross Salary Break-up



We at Team Lease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity.

We take this opportunity to wish you the very best in your tenure with TeamLease.

Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from Teamlease will be conclusive proof of your acceptance in accordance of terms and conditions.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

Yours sincerely,

**For TEAMLEASE SERVICES LIMITED**



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(Authorized Signatory)

Accepted and Agreed

---

Signature and date:  
Name: JANANI V



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Nivedha V – BA (TTM) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

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45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu,PIN 600042

TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Muskaan Fathima.A – BA (TTM) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Gayathri E – BA (TTM) (Voice)

**Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Gopika K – BA (TTM) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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TelNo: +91.44.4391.7884

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## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Priya Darshni P – BA (TTM) (Voice)

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Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women Date: 1/22/2019

Dear – Ridhina Sree R – BA (TTM) (Non Voice)

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Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



anna adarsh &lt;aacplacement@gmail.com&gt;

**Reg: VISIT - Campus Placement Shortlisted Candidates**

Prakash Raman <Prakash@visit.com>  
To: aacplacement@gmail.com  
Cc: Sofia Robert <sofiarobert2015@gmail.com>

Wed, Feb 27, 2019 at 8:09 PM

Dear Mam,

We would like to thank Anna Adharsh College Principal and Sofia Mam for providing us the opportunity for conducting campus interview for Travel and Tourism Management Students.

As discussed, please find the students those who are shortlisted today in campus (27-02-2019)

S.NO	NAME OF STUDENTS	DEGREE
1	Gayathri E	UG
2	Manisha K C	UG
3	Bhavani Sri	UG
4	Gopika Krishnan G	UG
5	Dhanalakshmi V	UG
6	Priyadharshini P	UG
7	Deepika V	UG
8	Niveda Vinod	UG
9	Suganya Vasam	UG

Regards,

Prakash Ramann

Manager - HR | 99400 91271 | e-mail- prakash@visit.com | www.visit.com

33, 15th Avenue, Ashok Nagar Chennai-600083.

Like Us On FB : <https://www.facebook.com/VISITHOLIDAYS>



10/06/2022, 17:06

Gmail - Reg: VISIT - Campus Placement Shortlisted Candidates



anna adarsh <aacplacement@gmail.com>

**Reg: VISIT - Campus Placement Shortlisted Candidates**

Prakash Raman <Prakash@visit.com>  
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9	Suganya Vasam	UG

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Manager - HR | 99400 91271 | e-mail- prakash@visit.com | www.visit.com

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10/06/2022, 17:06

Gmail - Reg: VISIT - Campus Placement Shortlisted Candidates



anna adarsh <aacplacement@gmail.com>

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anna adarsh <aacplacement@gmail.com>

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## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Janani R – MA (TTM) (Non Voice)

**Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women Date: 1/22/2019

Dear – Nitthila Ravi – MA (TTM) (Non Voice)

**Congratulations!!!**

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## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Durgeswari P- MA Public administration (Voice)

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## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Irene Sarah N - MA Public administration (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.


You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities :

- 10 Passport size photographs
- 10<sup>th</sup> & 12<sup>th</sup> and UG/PG education certificates
- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips ( Applicable only for experienced candidates)

Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

  
Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:-91.44.4391.7884

CIN: U72200TN2009PTC045578





## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Monicka K - MA Public administration (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
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Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu,PIN 600042

TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578



11-Mar-2019

Dear Teja Srivatsan  
B.Com, Commerce  
Anna Adarsh College for Women

Candidate ID – 12827779

In continuation to our discussion, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the IPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <http://campus2.cognizant.com>

Yours sincerely,

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

Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:

11-Mar-2019

Dear Kavipriya Kavipriya Jheyavelpandian,  
B. Com, Commerce  
Anna Adarsh College for Women

Candidate ID – 12827780

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethovandu

Global Head-Talent Acquisition

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

Signature :

Date:

11-Mar-2019

Dear Keerthana Bindhusashikumar,  
B. Com, General  
Anna Adarsh College for Women

Candidate ID – 12827781

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs. 212,254/-**. This includes an annual incentive indication of **Rs. 12,000/-**, as well as Cognizant's contribution of **Rs. 19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

11-Mar-2019

Dear Sandhya Rajaram,  
B. Com, Accountancy  
Anna Adarsh College for Women

Candidate ID – 12827782

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

11-Mar-2019

Dear Gaayathri Sundaresan,  
B. Com, General  
Anna Adarsh College for Women

Candidate ID – 12827808

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethovandu

Global Head-Talent Acquisition

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

Signature :

Date:



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Elavarasi S – B.Com(Gen) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10<sup>th</sup> & 12<sup>th</sup> and UG/PG education certificates
- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in right shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips ( Applicable only for experienced candidates)

Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Santhiya K – B.Com (Gen) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578





## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Harini G – B.Com (Gen) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91 44 4391 7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Shruthi B – B.Com (Gen) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Vaishnavi S – B.Com (Gen) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Swetha B S – B.Com (Gen) (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Anna Lakshmi S – B.Com (Gen) (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

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Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Suveetha J – B.Com (Gen) (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Pushpalatha A – B.Com (Gen) (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

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45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Sangeetha J – B.Com (Gen) (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578





## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Yamini B – B.Com (Gen) (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10<sup>th</sup> & 12<sup>th</sup> and UG/PG education certificates
- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in right shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips ( Applicable only for experienced candidates)

Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu,PIN 600042

TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578



EY Global Delivery Services India LLP  
3rd Floor, Tower C,  
392, 3rd Floor, 3rd Main Road,  
Bengaluru, K R Puram  
Bangalore 560015  
Karnataka, India

Tel: +91 886 6861 3300  
Fax: +91 886 6861 3336  
ey.com

15 July, 2019

Ms. Aishwarya L  
No. 34, Malligai Street,  
Ammijikatti,  
Chennai  
Tamil Nadu-600029

Contact No: +91 8825509151  
Email: ashrekf@gmail.com

Dear Aishwarya Laksh,

**Subject: Appointment in the position of Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm"), subject to the following terms and conditions:

Please note that both your employment and the terms of employment referred herein will be effective only in the event of you having successfully completed your **B.Com** by April, 2019. If at any time it is noticed that the above prerequisite is not met or if it is found that you are not a qualified **B.Com** by April, 2019 your employment will be terminated with immediate effect.

#### 1. POSITION:

You will be appointed in the position of **Associate in Assurance** in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Chennai office**.

#### 2. DUTIES AND CODE OF CONDUCT:

- You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies, and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al. were part of this contract of employment.
- Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTL093777, incorporated in India) has merged with EY Global Delivery Services India LLP, (a limited liability partnership with LLP identification number AAAL-274314760-1, incorporated in India) and as of 1st November, 2017 Regd. Office: 3rd Floor, Tower C, 392, 3rd Floor, 3rd Main Road, Bengaluru, K R Puram Bangalore - 560015, India.



15 July, 2019

Ms. Preeti J Rao  
17, Sri Kamatchi Nagar, Ponnammannedu  
Mudhavararam  
Chennai  
Tamil Nadu-600110

Contact No: +91 9754551065  
Email: preetira0762@gmail.com

EY Global Delivery Services India LLP  
3rd Floor, Tower 1  
3002, Embassy, Old Madras Road  
Bommarahalli, K H Road  
Bangalore - 560016  
Karnataka, India

Tel: +91 (08) 6661 2000  
Fax: +91 (08) 6661 2004  
www.ey.com

Dear Preeti Rao,

**Subject: Appointment in the position of  
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions.

Please note that both your employment and the terms of employment referred herein will be effective only in the event of you having successfully completed your B.Com by April, 2019. If at any time it is noticed that the above prerequisite is not met or if it is found that you are not a qualified B.Com by April, 2019 your employment will be terminated with immediate effect.

**1. POSITION:**

You will be appointed in the position of **Associate in Assurance** in the Firm. Your Rate will be **44**. While working in the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Chennai** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were a part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

Global Delivery Services India Private Limited, a private limited company with registration no. U74999KA2012PT108177, converted into EY Global Delivery Services India LLP, a limited liability partnership with LLP identity No. AA-2743199-IND-10, number, 2017 Regn. Office: 3rd Floor, Tower 1, 3002, Embassy, Old Madras Road, Bommarahalli, K H Road, Bangalore, Karnataka - 560016

This file is signed using Digital Signature

11-Mar-2019

Dear Keerti Agarwal,  
BBM, Bank Management  
Anna Adarsh College for Women

Candidate ID – 12827811

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

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



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:



EY Global Delivery Services India LLP  
3rd Floor, Tower C,  
P&Z Infinity Old Madras Road,  
Benningshalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 2000  
Fax: +91 080 6681 2034  
e.com

15 July, 2019

Ms Vithya Sri  
Old no: 36/1, New no: 39, Pillayar Kovil Street,  
Menambadu, Ambattur  
Chennai  
Tamil Nadu-600053

Contact No: +91 9660260664  
Email: Vithyashri1998@gmail.com

Dear Vithya Sri,

**Subject: Appointment in the position of Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (The "Firm") subject to the following terms and conditions:

Please note that both your employment and the terms of employment referred herein will be effective only in the event of you having successfully completed your B.Com by April, 2019. If at any time it is noticed that the above prerequisite is not met or if it is found that you are not a qualified B.Com by April, 2019 your employment will be terminated with immediate effect.

#### 1. POSITION:

You will be appointed in the position of Associate in Assurance in the Firm. Your Rem will be 4L. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at Chennai office.

#### 2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al. were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

EY Global Delivery Services India Private Limited, is a private limited company with registration no. U74999KA2018PTC097751 converted into EY Global Delivery Services India LLP, is a limited liability partnership with LLP identify No. AAL - 2743) effective 30 November, 2017. Regd. Office: 3rd floor, Tower C, P&Z Infinity Old Madras Road, Benningshalli, K.R. Puram Bangalore - 560016, India

This file is signed using Digital Signature

10/06/2022, 18:28

Gmail - Final Capgemini Select list



anna adarsh <aacplacement@gmail.com>

### Final Capgemini Select list

**Asha Rekha** <asharekha@gtconnect.com>  
Reply-To: Asha Rekha <asharekha@gtconnect.com>  
To: "aacplacement@gmail.com" <aacplacement@gmail.com>  
Cc: Kanchanaa <kanchanaas@gtconnect.com>

Mon, Mar 4, 2019 at 4:39 PM

Hi Ma'am,

PFA list of Final CG Selects .

Share the college address to Counsel LORs.

Please issue the LOI to these candidates as 14 LOI's will be couriered to the college.

Kindly request the candidates to bring the LOI and photo copy of the LOI on the DOJ the Training .

1	<a href="#">Sowmiya L</a>	7397336386	<a href="mailto:sowmiraji@gmail.com">sowmiraji@gmail.com</a>	BCOM	60.45	Select
2	<a href="#">Vidhya Sri H</a>	7550260664	<a href="mailto:vithyashri1998@gmail.com">vithyashri1998@gmail.com</a>	BCOM	70	Select
3	<a href="#">Preethi J R</a>	8754551065	<a href="mailto:preethirao762@gmail.com">preethirao762@gmail.com</a>	BCOM	80.05	Select
4	<a href="#">Bharathi R</a>	8124102567	<a href="mailto:bharuaj11@gmail.com">bharuaj11@gmail.com</a>	bcom	71	Select
5	<a href="#">Ramya V V</a>	9445807258	<a href="mailto:ramyachennai189@gmail.com">ramyachennai189@gmail.com</a>	BCOM	72.5	Select
6	<a href="#">Sujithaa A</a>	9884541227	<a href="mailto:sujithaaashok1205@gmail.com">sujithaaashok1205@gmail.com</a>	BCOM	62.15	Select

Thanks & regards,

**Asha Rekha M** | Global Talent Track | [Tel:9841888288](tel:9841888288)

Empowering Youth..... Worldwide



10/06/2022, 18:28

Gmail - Final Capgemini Select list



anna adarsh <aacplacement@gmail.com>

### Final Capgemini Select list

**Asha Rekha** <asharekha@gtconnect.com>  
Reply-To: Asha Rekha <asharekha@gtconnect.com>  
To: "aacplacement@gmail.com" <aacplacement@gmail.com>  
Cc: Kanchanaa <kanchanaas@gtconnect.com>

Mon, Mar 4, 2019 at 4:39 PM

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2	<a href="#">Vidhya Sri H</a>	7550260664	<a href="mailto:vithyashri1998@gmail.com">vithyashri1998@gmail.com</a>	BCOM	70	Select
3	<a href="#">Preethi J R</a>	8754551065	<a href="mailto:preethirao762@gmail.com">preethirao762@gmail.com</a>	BCOM	80.05	Select
4	<a href="#">Bharathi R</a>	8124102567	<a href="mailto:bharuaj11@gmail.com">bharuaj11@gmail.com</a>	bcom	71	Select
5	<a href="#">Ramya V V</a>	9445807258	<a href="mailto:ramyachennai189@gmail.com">ramyachennai189@gmail.com</a>	BCOM	72.5	Select
6	<a href="#">Sujithaa A</a>	9884541227	<a href="mailto:sujithaaashok1205@gmail.com">sujithaaashok1205@gmail.com</a>	BCOM	62.15	Select

Thanks & regards,

**Asha Rekha M** | Global Talent Track | [Tel:9841883288](tel:9841883288)

Empowering Youth..... Worldwide



10/06/2022, 18:28

Gmail - Final Capgemini Select list



anna adarsh <aacplacement@gmail.com>

### Final Capgemini Select list

**Asha Rekha** <asharekha@gtconnect.com>  
Reply-To: **Asha Rekha** <asharekha@gtconnect.com>  
To: "aacplacement@gmail.com" <aacplacement@gmail.com>  
Cc: Kanchanaa <kanchanaas@gtconnect.com>

Mon, Mar 4, 2019 at 4:39 PM

Hi Ma'am,

PFA list of Final CG Selects .

Share the college address to Counsel LORs.

Please issue the LOI to these candidates as 14 LOI's will be couriered to the college.

Kindly request the candidates to bring the LOI and photo copy of the LOI on the DOJ the Training .

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2	<a href="#">Vidhya Sri H</a>	7550260664	<a href="mailto:vithyashri1998@gmail.com">vithyashri1998@gmail.com</a>	BCOM	70	Select
3	<a href="#">Preethi J R</a>	8754551065	<a href="mailto:preethirao762@gmail.com">preethirao762@gmail.com</a>	BCOM	80.05	Select
4	<a href="#">Bharathi R</a>	8124102567	<a href="mailto:bharuaj11@gmail.com">bharuaj11@gmail.com</a>	bcom	71	Select
5	<a href="#">Ramya V V</a>	9445807258	<a href="mailto:ramyachennai189@gmail.com">ramyachennai189@gmail.com</a>	BCOM	72.5	Select
6	<a href="#">Sujithaa A</a>	9884541227	<a href="mailto:sujithaaashok1205@gmail.com">sujithaaashok1205@gmail.com</a>	BCOM	62.15	Select

Thanks & regards,

**Asha Rekha M** | Global Talent Track | [Tel:9841888288](tel:9841888288)

Empowering Youth..... Worldwide







## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Reshma R – B.Com(Gen) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10<sup>th</sup> & 12<sup>th</sup> and UG/PG education certificates
- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in right shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips ( Applicable only for experienced candidates)

Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578

11-Mar-2019

Dear Bhavya Dharshini Rajasekar,  
B. Com, Bank Management  
Anna Adarsh College for Women

Candidate ID – 12827809

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.212,254/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,750/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.240,982/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,750/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

11-Mar-2019

Dear Nivedha Ravisrinivasan,  
B. Com, Bank Management  
Anna Adarsh College for Women

Candidate ID – 12827810

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:

2112



**SUTHERLAND**  
**PROVISIONAL OFFER LETTER**

Campus Name : Anna Adarsh college for women

Date : 1/22/2019

Dear Praveena Antoni Dass - B.COM(BM) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

*J. Joseph*  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884  
CIN:U72200TN2000PTC045578



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

Campus Name : Anna Adarsh College for Women Date : 1/22/2019

Dear Mythily Gopinath - Bcom-Bank Management (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
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Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884  
CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women

Date : 1/22/2019

Dear Janani R - Bcom-Bank Management (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

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- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

Campus Name : Anna Adarsh College for Women

Date : 1/22/2019

Dear Sadiyah Tabassum Z - Beom-Bank Management (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

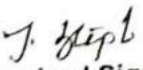
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884  
CIN:U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Sneha D – BCom – Bank Management (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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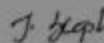
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- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in right shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips ( Applicable only for experienced candidates)

Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women

Date : 1/22/2019

Dear Bhanu Rekha - Bcom-Bank Management (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

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- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women Date : 1/22/2019

Dear Rinisha & C Chandran - Bcom-Bank Management (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
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Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
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Vijayanagaram  
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TelNo:+91.44.4391.7884  
CIN:U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Gayathri K N – BCom – Bank Management (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
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- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in right shifts
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Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578

10/06/2022, 17:35

Gmail - Recruitment@TCS CBO JD



shiv.adeesh.recruitment@gmail.com

Recruitment@TCS CBO JD

Praveen Kumar - cvpraveenkumar1@gmail.com  
To: "shiv.adeesh.recruitment@gmail.com" <shiv.adeesh.recruitment@gmail.com>

Tue, Dec 14, 2019 at 3:21 PM

Greetings from TCS,

Please find the attached document for Campus details.



Dear Sir/Madam,

It was a pleasure speaking with you.

Thank you for your cordless support in helping us identify quality talent. We greatly value your contribution to the TCS Campus Hiring Program.

We look out at TCS as being the largest employer from the field of IITs in India. #MythicalCampus is our Digital Business

Operation. #MythicalCampus is a division of Business Process Services and IT Infrastructure Services that helps

enterprises through business operations by leveraging Cognitive technologies, Automation, AI and Cloud while ensuring high practices.

Name	Current University Register No.	E-Mail ID	Degree	Current Stream
Mohana Priya K	121602037	priryang99@gmail.com	B.Com	Corporate Secretaryship
Sandhya R	121602074	sandyranesh13@gmail.com	B.Com	Corporate Secretaryship
Deepika V	121602008	deepikaravi07@gmail.com	B.Com	Corporate Secretaryship
Akshaya R	121601994	akshayaragupathi@gmail.com	B.Com	Corporate Secretaryship
Tharun P	121602094	tharunprabakaran93@gmail.com	B.Com	Corporate Secretaryship
Nivedha J	121602047	noorishikha1999@gmail.com	B.Com	Corporate Secretaryship
Bavana Sheethal R	311609460	sheethalrakesh06@gmail.com	B.Com	Computer Applications
Mouca M	311609516	manicomona@gmail.com	B.Com	Computer Applications
Rimsha K C	311609293	rimsha106@gmail.com	B.Com	Bank Mgt.
Ranjana M	311609277	ranjanamurak24@gmail.com	B.Com	Bank Mgt.
Gayathri K N	311609298	gayathrinanda7@gmail.com	B.Com	Bank Mgt.
Ranjana V	221608446	ranjana5698@gmail.com	B.Sc.	Computer Science
Lavanya R	121602192	lavanyaraj015@gmail.com	B.Com	Corporate Secretaryship
Janani S	121602182	kanoyarao@gmail.com	B.Com	Corporate Secretaryship
Divya Bharathi Y	121602164	divyabharathiy@gmail.com	B.Com	Corporate Secretaryship
Swetha M	121602242	swetham@gmail.com	B.Com	Corporate Secretaryship
Shalini M	121602228	1999144.shalini@gmail.com	B.Com	Corporate Secretaryship

Thanks & Regards,

Praveen K.

Bring your Buddy



  
**TATA**

**TATA CONSULTANCY SERVICES**



**RANJINI MURALI**

Card No 1009786  
Associate No 1723702  
Blood Group AB+

**Tata Consultancy Services Ltd.**  
TCS House, Raveline Street, Fort  
Mumbai 400001, India

11-Mar-2019

Dear Sindhuja Narasimhan  
B.Com, Accounting and Finance  
Anna Adarsh College for Women

**Candidate ID** – 128277810

In continuation to our discussion, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ('Cognizant').

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

**Signature :**

**Date:**

10/06/2022, 18:28

Gmail - Final Capgemini Select list



anna adarsh <aacplacement@gmail.com>

### Final Capgemini Select list

**Asha Rekha** <asharekha@gtconnect.com>  
Reply-To: Asha Rekha <asharekha@gtconnect.com>  
To: "aacplacement@gmail.com" <aacplacement@gmail.com>  
Cc: Kanchanaa <kanchanaas@gtconnect.com>

Mon, Mar 4, 2019 at 4:39 PM

Hi Ma'am ,

PFA list of Final CG Selects .

Share the college address to Course LOFS.

Please issue the LOI to these candidates as 14 LOI's will be couriered to the college.

Kindly request the candidates to bring the LOI and photo copy of the LOI on the DOJ the Training .

1	<a href="#">Sowmiya L</a>	7397336386	<a href="mailto:sowmiraji@gmail.com">sowmiraji@gmail.com</a>	BCOM	60.45	Select
2	<a href="#">Vidhya Sri H</a>	7550260664	<a href="mailto:vithyashri1998@gmail.com">vithyashri1998@gmail.com</a>	BCOM	70	Select
3	<a href="#">Preethi J R</a>	8754551065	<a href="mailto:preethirao762@gmail.com">preethirao762@gmail.com</a>	BCOM	80.05	Select
4	<a href="#">Bharathi R</a>	8124102567	<a href="mailto:bharuaj11@gmail.com">bharuaj11@gmail.com</a>	bcom	71	Select
5	<a href="#">Ramya V V</a>	9445807258	<a href="mailto:ramyachennai189@gmail.com">ramyachennai189@gmail.com</a>	BCOM	72.5	Select
6	<a href="#">Sujithaa A</a>	9884541227	<a href="mailto:sujithaaashok1205@gmail.com">sujithaaashok1205@gmail.com</a>	BCOM	62.15	Select

Thanks & regards,

**Asha Rekha M** | Global Talent Track | [Tel:9841883288](tel:9841883288)

Empowering Youth..... Worldwide



## EMPLOYMENT TERMS AND CONDITIONS

Sandhiya P

1. **Date of Joining:**

1.1 September 13, 2021

2. **Appointment**

2.1 Further to our offer letter dated August 29, 2021 as on September 13, 2021 the Company is hereby appointing you as "Analyst", in our Company, subject to you successfully completing your probation as provided in clause 4 below. Further, your appointment with SG GSC is subject to you passing your final exams & having an overall minimum aggregate of 60% failing which the company reserves the right to terminate your employment, without any notice & with immediate effect on announcement of results.

3. **Remuneration**

3.1 Your Gross salary will be Rs. 34,000/- per month of which your basic salary will be Rs.17,000/- per month. You will be entitled to all benefits as may be applicable to you in accordance with the Company's policies. The enclosed Annexure: Salary Entitlement indicates the compensation and benefits that you will enjoy. These allowances and benefits would be subject to amendments from time to time based on Company policy in this regard. Your remuneration shall be paid for each month in accordance with the Company policy except when notice for resignation or termination has been served to or by the Company.

4. **Probation**

4.1 You will be on probation for a period of six (6) months from the date of joining and will be issued a letter of confirmation on successful completion of your probation. However, in the event the Company desires to extend your probation period, you will continue to be on probation till your services are confirmed in writing by the Company. During your probation period, if the Company is not satisfied with your performance, the Company reserves the right to terminate your services in accordance with Clause 5 below.

4.2 In case of no confirmation letter is issued to you by the Company, either prior to or upon the lapse of the probation period, your employment with the Company shall be deemed to be terminated upon the lapse of the probation period without further notice or in the alternate, at the sole discretion of the Company.

5. **Termination**

5.1 **During Probation:** Either the Company or you may at any time, during the probation period terminate your employment by giving a written notice of one (1) month or salary in lieu thereof.

**Post Confirmation:** Either you or the Company may terminate your employment by issuing a written notice of two (2) months salary in lieu thereof. The company reserves the right to recover the amount in lieu of notice short served by you. Any such amount recoverable from you, will be inclusive of GST or any other tax/levies levied by the government. It is clarified and agreed by you that the Company shall have the sole right and discretion to accept or reject your request to pay in lieu of serving notice and insist you to work for the notice period.



*P. Sandhiya*

- 5.2 **Termination for Breach or Misconduct:** The Company shall also have the right to terminate your employment forthwith without notice or liability for compensation or damages upon the occurrence of any of the following events:
- (a) Upon or before the expiry of the probationary period in the event of the Company not being satisfied with your performance in the Company;
  - (b) If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information, on carrying out your background verification.
  - (c) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;
  - (d) If you are convicted of any criminal offence other than an offence which in the reasonable opinion of the representatives of the Company that does not affect your position as employee of the Company;
  - (e) If the Company is restricted from continuing to employ you by reason of any other legal incapability;
  - (f) if you remain absent for a period of eight (8) or more consecutive days without the prior approval of your Manager or intimation and failing to answer (i.e give a satisfactory explanation for the unauthorized leave) any written communication issued by the Company in this regard;
  - (g) If you commit a breach of your obligations including but not limited to the provisions stated in clauses 11 (Conduct & Compliance), 12 (Non-disclosure of Information), and 15 (Non-Solicitation) or any other terms of this Agreement.

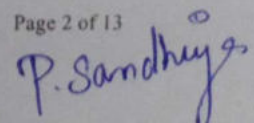
## 6. Effect of Termination

- 6.1 Your entitlement to salary, allowances, variable pay or other benefits ceases on termination and all rights towards unpaid variable pay for the year in which termination occurs shall be forfeited.
- 6.2 Termination of your employment by the Company will automatically result in the termination of your employment with and/or secondment to any subsidiary or associated company and any directorship or office (including for avoidance of doubt any member of the Group) which you may hold with any such company without giving you the right to claim any damages, compensation or termination payments or benefits of any kind from any such company, all rights on termination being as set out herein and enforceable only against the Company.
- 6.3 In the event of any absence from work without permission, while serving the notice period, your notice period shall be extended by number of days equal to the number of days during which you remained absent from work in order to ensure proper transition of your work as per the instruction of your Manager.

Validity unknown

Digitally signed by SUMANJIT SURESH NAYAK  
Date: 2021.09.13 15:02:43 +05'30  
Location: Bangalore

Page 2 of 13





6.4 If you have undertaken any training, either on specific request by the Company or on your own behest, within three (3) months prior to your date of resignation which is paid for or sponsored by the Company (including any routine vocational training visits to any of the countries that the company or any member or associated companies of Société Générale ("Group") carries on business) then you hereby agree to repay to the Company all such costs that were involved.

6.5 It is clarified and agreed by you that you shall be bound to complete all the pending projects during the notice period and handover charge to your reporting manager. Handing over charge shall include completion of all pending work (except otherwise exempted by the Company), returning all the Company assets, such as ID cards issued to you, passwords to your computer, User ID's, work products/scripts/documents and Company materials etc., in your possession in person. Failure on your part to handover as provided under the terms of your appointment shall entitle the Company to withhold your full and final settlement, relieving letter, and any other certificates that may be requested by you. The Company also reserves the right to seek appropriate legal recourse, including but not limited to claiming damages.

## 7. Suspension from Duties

7.1 The Company shall have the right to suspend you on any day or part thereof because of your refusal or failure to perform your full range of duties or for misconduct; any such suspension shall be effective from the time the notice of suspension is given to you.

## 8. Posting

8.1 You will be posted at Chennai-TRIL. You may however be required to work at any place of business which the Company has, or may later acquire. However, you may be required to travel for the Company's business at the discretion of the Company and the Company, at its discretion, may require you to furnish a bond. Preparedness to travel on Company work either in India or abroad is a prerequisite for appointment in the Company. This will include possession of a valid passport or consent to apply for a passport immediately on joining the Company.

8.2 Further, during your course of employment you may be assigned any other duties or transferred to any other place as the Company in its discretion may from time to time require or direct.

## 9. Duties & Responsibilities

9.1 You shall during the stipulated hours of work, diligently perform all duties (including participation in any training program prescribed by the Company) which the Company or any authorized employee may, verbally or in writing, request, order, entrust you to perform. You shall at all times comply with all the rules, regulations and instructions laid down or given by the Company for the guidance of its employees and relevant to the employment and/or appointment held by you.

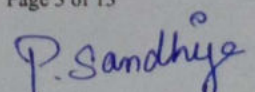
9.2 Further, you shall be responsible for the safekeeping and returning in good condition and order, all Company's property, which may be in your use, custody or charge.

9.3 Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing/tool within fifteen (15) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if provided in accordance with Clause 14 (Notice) of this Agreement.

Validity unknown

Digitally signed by SUMANTH SURESH NAYAK  
Date: 2021.09.13 15:02:43 +05'30  
Location: Bangalore

Page 3 of 13



9.4 You represent that your performance of the terms of this Agreement and as an employee of the Company does not and shall not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you shall not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any of your previous employers or others. You represent and warrant that you have returned all property and confidential information belonging to all prior employers, if any. You have not entered into, and you agree not to enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company).

#### 10. Shifts and Weekly Off

10.1 The Company is engaged in activities of providing services 24/7. Hence, you may be required to work in shifts which includes night shift. The change in your shift plan will be officially notified to you.

10.2 You are entitled to 2 days weekly off as per the current Company policy, which is subject to change from time to time.

#### 11. Conduct & Compliance

11.1 **Conduct:** It is expected of you to display and demonstrate honesty and exemplary conduct at all times. It is important to be a vigilant guardian of our values and ethics, and to safeguard the reputation of the Societe Generale Group. You are therefore expected to familiarize yourself with and fully respect the Code of Conduct and other policies & procedures of the Company made available to you at the Company's intranet. The Company shall direct you to pay and make good the loss suffered by any fellow employee, any customer of the Company or any other third party due to unacceptable acts committed by you, whether dishonestly, knowingly, unknowingly, inadvertently or fraudulently. Further, you shall be solely responsible and liable for any damage caused by you towards the property of the Company. The Company in such instances shall recover such sum it considers appropriate towards the loss suffered.

11.2 **Conflict of Interest:** You shall confine yourself from any situation that would create a clash between your self-interest and professional or public interest. You are required to maintain professional relationship with all vendors, clients, partners and other personnel during the course of employment. It is expected of you to notify to "Compliance / HRBP", if you encounter any conflicting situations or positions during the course of your employment.

11.2.1 **Outside Employment & Directorship:** You shall devote the whole of your time and attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside directorships you may hold at the date of your employment. You shall not be permitted to take up outside employment for remuneration or further outside directorships without the prior written approval of your immediate line Manager, the Business Head and a notification to Compliance team. If, during the term of your employment, you undertake such outside employment without prior approval, you shall be liable to immediate dismissal.

Validity unknown

Digitally signed by SUMANT SURESH NAYAK  
Date: 2021.09.13 15:02:43 +05'30  
Location: Bangalore

Page 4 of 13

*P. Sandhuje*

- 11.2.2 **Acceptance of Gifts / Commission, etc.,** You shall neither accept or offer any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealt with the Company and if you are offered any, you should immediately report the same to the Compliance and your immediate line Manager.
- 11.2.3 **Personal Account Dealing:** You shall ensure that any personal transactions in securities on the stock markets, shall be carried in accordance with the Staff Personal Account dealing Procedure Code that is made available to you in the Company intranet. Any breach of this clause constitutes gross misconduct and is grounds for immediate dismissal.

**12. Non-Disclosure of Information**

- 12.1 You shall not, at any time hereafter, without the written consent of the Company, divulge, disclose or utilize Confidential Information of the Company, which you may have access to or you come across during your course of employment. You shall not use or utilize Confidential Information of the Company for any purpose other than the Company's business. You shall be bound by further confidentiality obligations and other obligations as detailed under **Annexure - A** ("Undertaking") to this Agreement.
- 12.2 **"Confidential Information"** shall mean all proprietary information of the Company including but not limited to commercial, technical and artistic information relating to the Company, business, operation, maintenance and promoting of its own services, programming techniques, experimental work, customers, clients and vendors of the Company, financial information, marketing plans, business plans, project plans, information relating to, operating income, customer lists, price calculation models, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets of the Company and Intellectual Property of the Company, as well as any other information labeled "Confidential" by the Company or accessible to or provided to you or developed by you solely or jointly with other employees or consultants of the Company pursuant to the performance of your obligations as an employee of the Company, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained. Information relating to the customers, suppliers and agents of the Company shall be deemed to be Confidential Information of the Company.
- 12.3 You shall indemnify and keep indemnified the Company for all damages, losses, claims, liabilities, costs or expenses that the Company incurs or may incur as a result of any violation by you of the above terms and conditions.
- 12.4 Notwithstanding anything contained above, as damages may not be a sufficient remedy for any breach under this Agreement, the Company is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.

Validity unknown

Digitally signed by SUMANT SURESH NAYAK  
Date: 2021.09.13 15:02:43 +05'30  
Location: Bangalore

Page 5 of 13

*P. Sandhya*

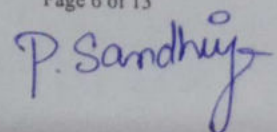
13. Intellectual Property Rights

- 13.1 You hereby acknowledge and agree that any copyrightable works prepared by you within the scope of your employment are "works for hire" under the Indian Copyright Act, 1957 and under international copyright laws and that the Company shall be considered the owner of such copyrightable works. You agree that all Inventions and Intellectual property and other rights related thereto that (a) are developed using equipment, supplies, facilities or trade secrets of the Company, (b) result from work performed by you for the Company, or (c) relate to the Company's business or current or anticipated research and development, shall be the sole and exclusive property of the Company and are hereby irrevocably assigned by you to the Company.
- 13.2 You hereby agree to promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("**Inventions**") and Intellectual Property that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of your employment, whether or not in the course of your employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets.
- 13.3 "**Intellectual Property**" includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.
- 13.4 You hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by you for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.
- 13.5 In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, you hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

Validity unknown

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Date: 2021.09.13 15:02:43 +05'30  
Location: Bangalore

Page 6 of 13



13.6 You hereby represent and warrant that you will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting Manager in the Company. You represent and warrant that you have not violated the Intellectual Property Rights of any third party, and covenant that you shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for your violation of any Intellectual Property Rights, you undertake to indemnify the Company or affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

**14. Notice**

14.1 Any notice to be given under this Agreement shall be sufficient:

- (a) when given by the Company – if it is given in writing by an authorized employee, such notice shall be deemed to be properly served by either delivering it to you personally or by posting the same by Registered Post to your last known or usual place of residence notified by you to the Company.
- (b) when given by you – if it is in writing signed by you and delivered to the Manager or acting Manager in charge of the office or to an authorized officer or delivered or sent by Registered Post (addressed to the company) to an authorized employee to whom you are responsible.

**15. Non-Solicitation**

15.1 During your employment with the Company and for a period of six (6) months thereafter you shall not solicit any employee of the Company to leave their employment in order to join the organization you will be employed with immediately post your resignation with SG GSC or any other entity that is affiliated to the organization you will be employed with. You shall also not directly or indirectly on behalf of your employer post your resignation from SG GSC solicit or entice any customers or potential customers away from the Company.

**16. Authenticity of Information, Documents and References**

16.1 You declare that:

- (a) the information contained in your bio-data is true and correct and it is hereby agreed that if the information provided is false or misleading then the Company shall be at liberty to terminate your employment with or without notice and with or without payment of salary in lieu of notice in the Company's absolute discretion.
- (b) You have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations
- (c) Further, you shall submit to us a relieving letter from your present employer before your appointment takes effect. You must produce a true copy of your original degree certificate & marks card, along with the original testimonials in respect of your experience. Failure to do so without good reason will nullify your appointment. The Company reserves the right to make appropriate enquiries about you to the referees given by you or any other person deemed fit.

Validity unknown

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Date: 2021.09.13 15:02:43 +05'30  
Location: Bangalore



Page 7 of 13

*P. Sandhuje*

**17. Fitness**

17.1 You shall promptly disclose to the Company the nature of any serious medical illness or disease which you may have contracted which is likely to endanger the health or safety of any other employee or client of the Company.

**18. Use of SG Internal Tools and Applications**

18.1 Post your appointment with the Company, you shall have access to SG internal tools and applications ("SG Tool") and the following shall be observed:

- (a) That the SG Tool shall be used for official purposes only. You shall not be entitled to use this facility for unofficial purposes. If you do so, you shall do so at your own risk and consequences follow.
- (b) Since all correspondences, information, conversations pertain to official purposes, all such correspondences, information, conversations shall be recorded, screened and if need be investigated. Please note this also applies to instances where you may be unauthorizedly using the SG Tools for unofficial purposes.
- (c) You are prohibited from disclosing and sharing internal topics that are confidential and sensitive to the Company on social media. You shall be personally liable and responsible for all contents published online whether privately or professionally. All contents published by you shall be internally monitored and retrieved for the purpose of any investigation. Please note, this shall not be considered an invasion of your privacy.

**19. Retirement**

19.1 You will retire from the services of the Company on the last day in the month in which you attain your 60th birth anniversary.

**20. Governing Law**

20.1 Your employment shall be governed by and construed in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

**21. Company's Policies and Guidelines**

21.1 During employment you are subject to rules and regulations and policies of the Company, as made applicable by the Company and revised at the Company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the Company intranet/company manual. You shall be liable to face action from the Company if you are found in violation of the same.

**22. Processing of Personal Information**

- 22.1 The Company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that purpose, to your hierarchy, as well as, if necessary, to specially authorized service providers in the limit necessary for the performance of the tasks which they are entrusted with.
- 22.2 Administrative data may be disclosed to:
- (a) The entities of the Société Générale Group entrusted with the administrative management of your employee file,
  - (b) To the Group entities aimed at in your mobility demands,
  - (c) To the Group headquarters in France for HR steering management purposes and management of careers.
  - (d) To third parties and entities outside the group, provided one or any of the businesses of the Group undergo a structural change that would result in a merger, acquisition, spinoff etc.,
- 22.3 Processing operations may also require the transfer of your personal data to the headquarters of Société Générale Group situated in France or to other entities of the Group specially appointed for hosting purposes and pooling of computer means. You have the right to access your personal data and, in case data are incorrect or out of date, modify, correct and delete your personal data. You may, on legitimate grounds, object to the processing of your personal data.
- 22.4 Acceptance of this appointment letter shall be treated as your consent for SG GSC to process your personal data as may be specified herein above and no specific consent is required to be obtained from you personally to process your personal data on the occurrence of any of the events specified above.

Yours faithfully,

For **Societe Generale Global Solution Centre Pvt Ltd,**

**Sumanth Nayak**  
Head - HR Business Partners  
(Digitally Signed Below)

I accept the above terms and conditions on my own free will and agree to be bound by the above-mentioned terms and conditions.

Signature  
Candidate Name: Sandhiya P  
Chennai

Date: September 13, 2021

Validity unknown

Digitally signed by SUMANTH SURESH NAYAK  
Date: 2021.09.13 15:02:43 +05'30  
Location: Bangalore

Page 9 of 13

*P. Sandhiya*

Annexure: Salary Entitlement - 2021

Name : Sandhiya P

Role Title : Analyst

S. No.	Salary Components	Amount in INR Per Annum
1	Basic	204,000
2	Cash Allowances House Rent Allowance (max 40% of Basic Salary for Non Metro & max 50% of Basic Salary for Metro) Telephone Reimbursement (max 36000/- per annum) Leave Travel Assistance (max 75000/- per annum) Food Coupons (max 26400/- per annum) Upskilling Allowance (max 15000/- per annum) Children Education Allowances (max 2400/- per annum) Balance of allowances will be paid as Taxable Allowance	204,000
<b>Gross Salary</b>		<b>408,000</b>
3	Employer's Provident Fund	24,480
4	Gratuity	9,812
<b>Gross Salary + Retirals</b>		<b>442,292</b>
5	Potential Variable Pay *	102,000
<b>Potential Cost to Company</b>		<b>544,292</b>

**Note:**

- a.
- All reimbursements will be governed by the Income Tax laws in place and as may be amended from time to time
  - Statutory benefits such as Provident Fund and Gratuity etc., will be paid as per the applicable regulations
  - Any other allowance payable shall be as per the company policy.
  - Retirals are employer's provident fund contribution and gratuity

b. **Variable Pay \***

Your entitlement to Variable Pay is subject to your individual and Group's performance for the year. The Variable Pay may vary from INR 0 to INR 102,000/-. Should you join us between October 01st and December 31st of the year, your entitlement to variable pay will commence from the beginning of the subsequent calendar year. Disbursement of variable pay, which is at the absolute discretion of the company, is along with the payroll for the month of March, in the following year.

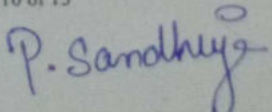
Variable Pay will be payable only if:

- (1) you are actively employed with SG GSC India or a SG subsidiary on the payment date
- (2) you have not given a notice of termination on or prior to the payment date, and
- (3) you have not been notified on or before the payment date that your employment shall be terminated for cause.

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Page 10 of 13





c. **Benefits**

i. (You would be entitled to avail the below mentioned benefits, which is governed by the prevailing company policies)

Detail	Maximum Coverage Amount
a. Work Enablement: Reimbursement towards standalone broadband, Parking and Transport expense.	28,800

ii. Insurance Benefit for Health and Personal Accident Cover - applicable as per company policy.

Detail	Maximum Coverage Amount
a. Group Medical Insurance (coverage for self, spouse, child and parents). Top-up Medical coverage can be availed with options 1 lakh, 2 lakhs, 3 lakhs, 5 lakhs, 10 lakhs & 15 lakhs (Family Floater) at a subsidized rate, premium to be borne by the employee.	500,000
b. Group Personal Accident (Coverage for self only)	1,000,000
c. Group Term Life Insurance (Coverage for self only)	Minimum 25 lakhs or 3.5 times Gross Salary with a cap of 2.5 Crores

You hereby acknowledge that this offer is subject to a background verification to be conducted by the company. On background verification, if any information provided by you is found to be false, the company at its discretion may terminate your services with immediate effect.

**Accepted**

Validity unknown

Digitally signed by SUMANTH SURESH NAYAK  
Date: 2021.09.13 15:02:43 +05'30  
Location: Bangalore



Page 11 of 13

*P. Sandhu*



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Vaishnavi S– BCom – Corporate Secretaryship (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10<sup>th</sup> & 12<sup>th</sup> and UG/PG education certificates
- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in right shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips ( Applicable only for experienced candidates)

Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu,PIN 600042

TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Pooja dharshini L – B.Com (corp) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Anusha P – B.Com (corp) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear –Poojitha P – B.Com (corp) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear –Nivedha J – B.Com (corp) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear –Akshaya R – B.Com (corp) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear –Loshini Kiruthika P – B.Com (C.S) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578





## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Deepika V – B.Com (C.S) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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**Candidate Acceptance**

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Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear –Monicka D – B.Com (C.S) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

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TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Sri Lakshmi P – B.Com (C.S) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

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## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Anandhi R – B.Com (C.S) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10<sup>th</sup> & 12<sup>th</sup> and UG/PG education certificates
- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in right shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips ( Applicable only for experienced candidates)

Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Maha Lakshmi R – BCom – Corporate Secretaryship (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Pavithra R – BCom – Corporate Secretaryship (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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- Medical Fitness Certificate- saying you are fit enough to work in right shifts
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Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Nithya Lakshmi J– BCom – Corporate Secretaryship (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu,PIN 600042

TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Jenifer L – BCom – Corporate Secretaryship (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
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**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

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45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu,PIN 600042

TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578





## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women Date: 1/22/2019

Dear – Gowri Sachdev– BCom – Corporate Secretaryship (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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- Medical Fitness Certificate- saying you are fit enough to work in right shifts
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Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

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45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women Date: 1/22/2019

Dear – Saranya Shankar– BCom – Corporate Secretaryship (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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- 10<sup>th</sup> & 12<sup>th</sup> and UG/PG education certificates
- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in right shifts
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Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

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45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Vaishnavi S – B.Com (corp) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in right shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips ( Applicable only for experienced candidates)

Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



Building a better  
working world

EY Global Delivery Services India LLP  
5th Floor, Tower 'C',  
1002, Indira Park, Old Madhav Road,  
Bommalipally, N.H. Highway,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 5681 2100  
Fax: +91 080 5681 2234  
ey.com

05 March, 2019

Ms. Akshara Ramadas  
Choolaimedu,  
E3, Saima Enclave, Bojanai koil street choolaimedu,  
Chennai,  
Tamil Nadu - 600094

Contact No: 7305464327  
Email: akshara.ak01@gmail.com

Dear Akshara,

**Subject: Letter of intent**

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

**1. Position:**

You will be offered the position of Associate in Assurance in EY Global Delivery Services India LLP.

**2. Date of joining and work location:**

Your date of joining the company and work location will be communicated to you at a later stage.

**3. Annual Fixed compensation:**

You shall be paid an annual fixed compensation of INR 3,14,286/- per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source.

As per policy of the Firm, in addition to your fixed compensation you will be eligible to participate in the EY GDS Variable Pay Bonus Program, which drives a pay for performance approach providing differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 30 September. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

**4. Educational Qualification:**

This letter of intent is subject to your successful completion of B Com exams by May, 2019.

Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.

Thanking you,  
Yours faithfully,

for EY Global Delivery Services India LLP

Signed by: SHANTHRAM YOUBBILISHETTY  
Date: 05-Mar-2019 20:02:30  
Location: Bangalore  
Reason:

Dear Dr Anitha,

Thank you for your contributions towards strengthening EY Global Delivery Services' (GDS) partnership with Anna Adarsh college for women. It has been a pleasure reaching out to the extremely talented students from the college.

We are pleased to offer 6 students a position at EY GDS.

S.No.	Name	Email ID	Contact No.
1	Akshara Ramadas	<a href="mailto:akshara.ak01@gmail.com">akshara.ak01@gmail.com</a>	7305464327
2	AYISHA SIDDIKKA ABDUL RASACK	<a href="mailto:ayishasiddikka701@gmail.com">ayishasiddikka701@gmail.com</a>	9884353497
3	HARINI G	<a href="mailto:harinikrishnan1998@gmail.com">harinikrishnan1998@gmail.com</a>	6383552208
4	Jhansi Tarra	<a href="mailto:veda666samhitha@gmail.com">veda666samhitha@gmail.com</a>	8825946114
5	Kavitha Arunachalam	<a href="mailto:kavithaarunachalam66@gmail.com">kavithaarunachalam66@gmail.com</a>	8608464284
6	Sreelakshmi Venugopal	<a href="mailto:sreelakshmi0023@gmail.com">sreelakshmi0023@gmail.com</a>	7845464950

Thank you,

Talent team

EY Global Delivery Services





Building a better  
working world

**EY Global Delivery Services India LLP**  
3rd Floor, Tower 1,  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
894690

05 March, 2019

Ms Jhansi Tarra  
Kosapet,  
32/1, Sachidanandam street,  
Chennai,  
Tamil Nadu - 600012

Contact No: 8825946114  
Email: veda666samhitha@gmail.com

Dear Jhansi,

**Subject: Letter of intent**

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

**1. Position:**

You will be offered the position of **Associate in Assurance** in **EY Global Delivery Services India LLP**.

**2. Date of joining and work location:**

Your date of joining the company and work location will be communicated to you at a later stage.

**3. Annual Fixed compensation:**

You shall be paid an annual fixed compensation of **INR 3,14,286/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source.

As per policy of the Firm, in addition to your fixed compensation you will be eligible to participate in the EY GDS Variable Pay Bonus Program, which drives a pay for performance approach providing differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 30 September. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

**4. Educational Qualification:**

This letter of intent is subject to your successful completion of **B Com** exams by **May, 2019**.

Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.

Thanking you.

Yours faithfully,

for EY Global Delivery Services India LLP

Signed by: SHANTHAPAN VOUBBILSHETTY  
Date : 05-Mar-2019 20:05:10  
Location : Bangalore  
Reason :

**Authorized Signatory**



**Provisional Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20195054097/Chennai/BPS/BTN**  
**Date: 18/03/2019**

Dear Ms. Mohana Priya Kanniappan,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provide this – opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptance to the company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

**1**

TCS House Raveline Street Mumbai 400 001 India  
Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com  
Registered Office 9<sup>th</sup> Floor Nirmal Building Nariman Point Mumbai 400 021.



**Provisional Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DI20195054698/Chennai/BPS/BN**  
**Date: 18/03/2019**

Dear Ms. Sandhiya Ramesh,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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**TCS Confidential**

**TATA CONSULTANCY SERVICES**

**1**

TCS House Raveline Street Mumbai 400 001 India  
Tel 91 22 6778 9999 Fax 91 22 6778 9000. e-mail corporate.office@tes.com, website www.tes.com  
Registered Office 9<sup>th</sup> Floor Nirmal Building Nariman Point Mumbai 400 021.





**Provisional Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/0120195054716/Chennai/BPS/BN**  
**Date: 18/03/2019**

Dear Ms. Tharani Prabakaran,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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**TCS Confidential**

**TATA CONSULTANCY SERVICES**

TCS House Raj chow Street Mumbai 400 001 India

Tel:91 22 6778 9999 Fax: 91 22 6778 9000, e-mail: corporate.offices@tcs.com, website www.tcs.com  
Registered Office 9<sup>th</sup> Floor Nirmal Building Nariman Point Mumbai 400 021.

1

10/06/2022, 17:35

Gmail - Recruitment@TCS CBO JD



and.alok.recruitment@gmail.com

Recruitment@TCS CBO JD

Praveen Kumar <praveenkumar1@tcs.com>  
to: "and.alok.recruitment@gmail.com" <and.alok.recruitment@gmail.com>

Tue, Dec 14, 2019 at 3:21 PM

Greetings from TCS,

Please find the attached document for Campus details.



Dear Sir/Madam,

It was a pleasure speaking with you.

Thank you for your cordless support in helping us identify quality talent. We greatly value your contribution to the TCS Campus Hiring Program.

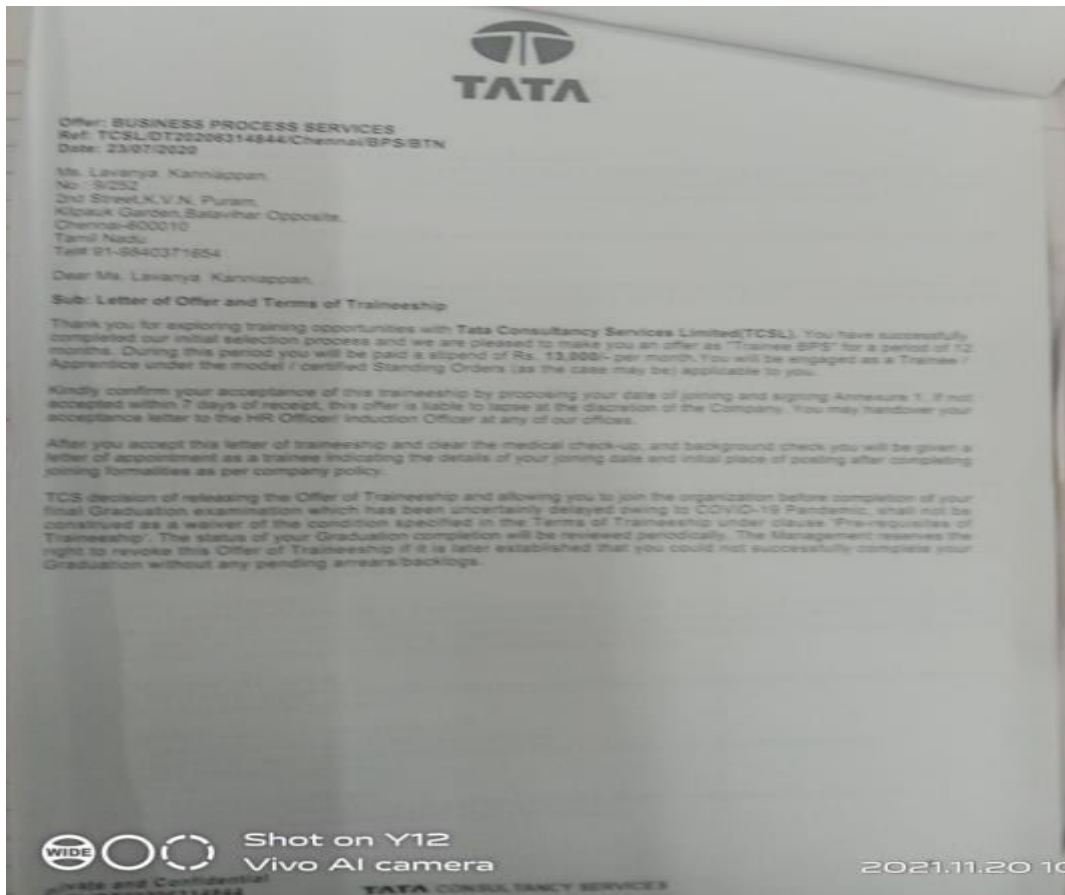
We seek out TCSers having the highest minds from the field of B.E/B.Tech in various #Application/Domain in our Digital Business Operations (DBO) domain in Chennai. TCS (B) is an integrator of Business Process Services and IT Infrastructure Services that helps enterprises leverage business operations by leveraging Cognitive technologies, Automation, AI and Cloud while abiding tight practices.

Name	Current University Register No.	E-Mail ID	Degree	Current Stream
Mohana Priya K	121602037	priryang99@gmail.com	B.Com	Corporate Secretaryship
Sandhya R	121602074	sandyranesh13@gmail.com	B.Com	Corporate Secretaryship
Deepika V	121602008	deepikaravi607@gmail.com	B.Com	Corporate Secretaryship
Akshaya R	121601994	akshayaragupathi@gmail.com	B.Com	Corporate Secretaryship
Thaarani P	121602094	thaaraniprabakaran93@gmail.com	B.Com	Corporate Secretaryship
Nivedha J	121602047	nvjushokaj1999@gmail.com	B.Com	Corporate Secretaryship
Bavana Sheethal R	311609460	sheethalrakesh06@gmail.com	B.Com	Computer Applications
Mouca M	311609516	manicomona@gmail.com	B.Com	Computer Applications
Rimsha K C	311609293	rimsha106@gmail.com	B.Com	Bank Mgt.
Ranjana M	311609277	ranjanamrsh24@gmail.com	B.Com	Bank Mgt.
Gayathri K N	311609298	gayathrinanda7@gmail.com	B.Com	Bank Mgt.
Ranjana V	221608446	ranjana5698@gmail.com	B.Sc.	Computer Science
Lavanya R	121602192	lavanyaraj15@gmail.com	B.Com	Corporate Secretaryship
Janani S	121602182	kanayarasao@gmail.com	B.Com	Corporate Secretaryship
Divya Bharathi Y	121602164	divyabharathy@gmail.com	B.Com	Corporate Secretaryship
Swertha M	121602242	swetham@gmail.com	B.Com	Corporate Secretaryship
Shalini M	121602228	1999144.shalini@gmail.com	B.Com	Corporate Secretaryship

Thanks & Regards,

Praveen K.

Bring your Buddy



Shot on Y12  
Vivo AI camera

TATA CONSULTANCY SERVICES

2021.11.20 10



**Provisional Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20195054715/Chennai/BPS/BTN**  
**Date: 18/03/2019**

Dear Ms. Janani Shankar,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptance to the company.

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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.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

**1**

TCS House Raveline Street Mumbai 400 001 India  
Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com  
Registered Office 9<sup>th</sup> Floor Nirmal Building Nariman Point Mumbai 400 021.



**Provisional Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20195054725/Chennai/BPS/BTN**  
**Date: 18/03/2019**

Dear Ms. Divya Bharathi Y,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provide this – opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptance to the company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

**1**

TCS House Raveline Street Mumbai 400 001 India  
Tel 91 22 6778 9999 Fax 91 22 6778 9000. e-mail corporate.office@tcs.com, website www.tcs.com  
Registered Office 9<sup>th</sup> Floor Nirmal Building Nariman Point Mumbai 400 021.



**Provisional Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSSL/DT20195054728/Chennai/BPS/BN**  
**Date: 18/03/2019**

Dear Ms. Swetha M,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provide this – opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptance to the company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

**1**

TCS House Raveline Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.offices@tcs.com, website www.tcs.com  
Registered Office 9<sup>th</sup> Floor Nirmal Building Nariman Point Mumbai 400 021.



**Provisional Offer: BUSINESS PROCESS SERVICES**  
Ref: TCSL/DT20195054878/Chennai/BPS/BTN  
Date: 18/03/2019

Dear Ms. Shalini M,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provide this – opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptance to the company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

1

TCS House Raveline Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com  
Registered Office 9<sup>th</sup> Floor Nirmal Building Nariman Point Mumbai 400 021.

11-Mar-2019

Dear Aishwariya Thangam  
B.Com, Corporate Secretaryship  
Anna Adarsh College for Women

**Candidate ID** – 12827800

In continuation to our discussion, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

11-Mar-2019

Dear Amritha Parasuraman,  
B. Com, Corporate Secretaryship  
Anna Adarsh College for Women

**Candidate ID – 12827806**

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:



## Annexure A

Name: Amritha Parasuraman Designation: Graduate Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		180,504
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		192,504
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		212,254

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://nonecognizant.cognizant.com>->Total Rewards App for more details



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh college for women Date : 1/22/2019

Dear Pooja Kannan - B.COM(CORPORATE ) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884  
CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh college for women

Date : 1/22/2019

Dear Aditi Sarkar - B.com(c.s) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

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**Authorized Signatory**

**Candidate Acceptance**

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Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578





# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh college for women

Date : 1/22/2019

Dear Keerthana Krishna Kumar - B.com(c.s) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh college for women Date : 1/22/2019

Dear Harini Raghunathan - B.com(c.s) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

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Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884  
CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women

Date : 1/22/2019

Dear Priya Dharshini - Bcom-CS (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women Date : 1/22/2019

Dear Shanmuga Priya - Bcom-CS (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women Date : 1/22/2019

Dear Meghana Gurung - Bcom (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

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**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

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CIN:U72200TN2000PTC045578





SUTHERLAND

**PROVISIONAL OFFER LETTER**

Campus Name : Anna Adarsh college for women

Date : 1/22/2019

Dear Tharani Dilli Babu - B.com (hons) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

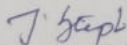
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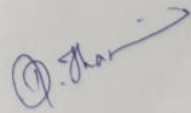
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Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

  
**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884  
CIN:U72200TN2000PTC045578

32160000

05 March, 2019

Ms Kavitha Arunachalam  
Pudur, Ambattur,  
No. 32,5th street, rajiv Gandhi nagar,  
Chennai,  
Tamil Nadu - 600053

Contact No: 8608464284  
Email: kavithaarunachalam66@gmail.com

Dear Kavitha,

Subject: Letter of intent

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

1. **Position:**

You will be offered the position of **Associate in Assurance** in **EY Global Delivery Services India LLP**.

2. **Date of joining and work location:**

Your date of joining the company and work location will be communicated to you at a later stage.

3. **Annual Fixed compensation:**

You shall be paid an annual fixed compensation of **INR 3,14,286/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source.

As per policy of the Firm, in addition to your fixed compensation you will be eligible to participate in the EY GDS Variable Pay Bonus Program, which drives a pay for performance approach providing differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 30 September. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

4. **Educational Qualification:**

This letter of intent is subject to your successful completion of **B Com** exams by **May, 2019**.

Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.

Thanking you,  
Yours faithfully,  
for EY Global Delivery Services India LLP

**Signature Not Verified**  
Signed by : SHANTHARAM COUBBILISHETTY  
Date : 05-Mar-2019 20:02:00  
Location : Bangalore  
Reason :

Authorized Signatory

05 March, 2019

Ms Sreelakshmi Venugopal  
Kolkata,  
46/2 Russa Road, East First Lane,  
Kolkata,  
West Bengal - 700033

Contact No: 7845464950  
Email: sreelakshmi0023@gmail.com

Dear Sreelakshmi,

**Subject: Letter of intent**

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

**1. Position:**

You will be offered the position of **Associate in Assurance in EY Global Delivery Services India LLP.**

**2. Date of joining and work location:**

Your date of joining the company and work location will be communicated to you at a later stage.

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You shall be paid an annual fixed compensation of **INR 3,14,286/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source.

As per policy of the Firm, in addition to your fixed compensation you will be eligible to participate in the EY GDS Variable Pay Bonus Program, which drives a pay for performance approach providing differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 30 September. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

**4. Educational Qualification:**

This letter of intent is subject to your successful completion of **B Com** exams by **May, 2019.**

Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.

Thanking you.

Yours faithfully,

for EY Global Delivery Services India LLP

Signed by : SHANTHARAM GOUBBILISHETTY  
Date : 05-Mar-2019 20:02:00  
Location : Bangalore  
Reason :

**Authorized Signatory**

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL - 2743) effective 30 November, 2017 Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

This file is signed using Digital Signature.



Building a better  
working world

EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3134  
ey.com

11 July, 2019

Ms Mythrayee P  
Plot No.17, Block E,G5, Grace Park Apartment,  
3rd Cross Street, Moorthy Nagar, Kathirvedu,  
Chennai,  
Tamil Nadu - 600066

Contact No: +91 9791113759  
Email: myth1999rayee@gmail.com

Dear Mythrayee,

**Subject: Appointment in the position of  
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that both your employment and the terms of employment referred herein will be effective only in the event of you having successfully completed your B.Com by July, 2019. If at any time it is noticed that the above prerequisite is not met or if it is found that you are not a qualified B.Com by July, 2019 your employment will be terminated with immediate effect.

**1. POSITION:**

You will be appointed in the position of **Associate in Assurance** in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Chennai** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

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RM2 Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

15 July, 2019

Ms. Krishnapriya Damodaran  
No.34/70, Narayana Maistry Main Street,  
Otteri, Opposite Patel Park,  
Chennai,  
Tamil Nadu - 600012

Contact No: +91 9840822687  
Email: krishdamo12@gmail.com

Dear Krishnapriya,

**Subject: Appointment in the position of  
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that both your employment and the terms of employment referred herein will be effective only in the event of you having successfully completed your **B.Com** by **July, 2019**. If at any time it is noticed that the above prerequisite is not met or if it is found that you are not a qualified **B.Com** by **July, 2019** your employment will be terminated with immediate effect.

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November, 2017 Regd. Office: 3rd floor, Tower 'C', RM2 Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

This file is signed using Digital Signature.



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

15 July, 2019

Ms Lakshmipriya Sairam  
No :24 2nd Street Nara Yanaswamy Avenue,  
Thiruninravur Jaya Matric School,  
Chennai,  
Tamil Nadu - 602024

Contact No: +91 8015777257  
Email: slpriya07071973@gmail.com

Dear Lakshmipriya,

**Subject: Appointment in the position of  
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that both your employment and the terms of employment referred herein will be effective only in the event of you having successfully completed your B.Com by April, 2019. If at any time it is noticed that the above prerequisite is not met or if it is found that you are not a qualified B.Com by April, 2019 your employment will be terminated with immediate effect.

**1. POSITION:**

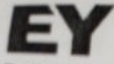
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Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

15 July, 2019

Ms Sushmitha Ravi Kumar  
Plot No -12 Lake View Garden,  
Korattur North Masjid Mosque,  
Chennai,  
Tamil Nadu - 600076

Contact No: +91 8015355165  
Email: [contactsushmi@gmail.com](mailto:contactsushmi@gmail.com)

Dear Sushmitha,

**Subject: Appointment in the position of  
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that both your employment and the terms of employment referred herein will be effective only in the event of you having successfully completed your **B.Com** by **April, 2019**. If at any time it is noticed that the above prerequisite is not met or if it is found that you are not a qualified **B.Com** by **April, 2019** your employment will be terminated with immediate effect.

#### 1. POSITION:

You will be appointed in the position of **Associate in Assurance** in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Chennai** office.

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- You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
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This file is signed using Digital Signature.

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Block 3, No.33, Old Mahabalpuram Road, Newkur Village and Panchayat, Thirupur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore	: Module 1-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1	: Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Veneada, Pune – 411 006, India.
Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

**Date: September 16, 2021**

**Private & Confidential**

**RAJALAKSHMI. B**

**No. 25, Lakshmi nagar,  
Chennai,  
Tamil Nadu,  
India - 600071**

**Document ID - e08e3381-56af-4b96-8e7f-fa8e39ffc985**

**Dear RAJALAKSHMI.,**

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **SENIOR ANALYST**. You are required to report on September 21, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**
- Your annual compensation would be **Rs. 320000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.





**Offer : BUSINESS PROCESS SERVICES**

**Ref : TCSL/1892659/Chennai/BPS/BSPA**

**Date : 16-Jun-2022**

Ms. Balambika Dhanasekaran  
11/428,2nd Floor, Kannadasan Street  
Chennai, Tamil Nadu, India

Dear Ms. Balambika Dhanasekaran,

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

We thank you for exploring career opportunities with **Tata Consultancy Services Ltd.(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of Senior Process Associate in Grade BPO2 and your present posting will be at Chennai. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 4,00,006/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non-submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company. Your offer is subject to a positive background check.

SUTHERLAND

**PROVISIONAL OFFER LETTER**

2018-2019

Campus Name : Anna Adarsh college for women

Date : 1/22/2019

Dear Bavanaasheetal Rakesh - B.com(C.A) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

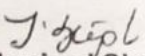
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**


  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578

  
**SUTHERLAND**  
**PROVISIONAL OFFER LETTER**

Campus Name : Anna Adarsh College for Women

Date : 1/22/2019

Dear Gayathri M - Bcom (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

*J. Joseph*

**Authorized Signatory**

**Candidate Acceptance**



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women Date : 1/22/2019

Dear Keerthiga Yuvaraj - Bcom- CA (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**


**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578

  
**SUTHERLAND**  
**PROVISIONAL OFFER LETTER**

Campus Name : Anna Adarsh College for Women

Date : 1/22/2019

Dear Sushnitha M - Bcom-CA (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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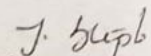
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- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

10/06/2022, 18:28

Gmail - Final Capgemini Select list



anna adarsh <aacplacement@gmail.com>

### Final Capgemini Select list

**Asha Rekha** <asharekha@gtconnect.com>  
Reply-To: Asha Rekha <asharekha@gtconnect.com>  
To: "aacplacement@gmail.com" <aacplacement@gmail.com>  
Cc: Kanchanaa <kanchanaas@gtconnect.com>

Mon, Mar 4, 2019 at 4:39 PM

Hi Ma'am,

PFA list of Final CG Selects .

Share the college address to Counsel LOFS.

Please issue the LOI to these candidates as 14 LOI's will be couriered to the college.

Kindly request the candidates to bring the LOI and photo copy of the LOI on the DOJ the Training .

1	<a href="#">Sowmiya L</a>	7397336386	<a href="mailto:sowmiraji@gmail.com">sowmiraji@gmail.com</a>	BCOM	60.45	Select
2	<a href="#">Vidhya Sri H</a>	7550260664	<a href="mailto:vithyashri1998@gmail.com">vithyashri1998@gmail.com</a>	BCOM	70	Select
3	<a href="#">Preethi J R</a>	8754551065	<a href="mailto:preethirao762@gmail.com">preethirao762@gmail.com</a>	BCOM	80.05	Select
4	<a href="#">Bharathi R</a>	8124102567	<a href="mailto:bharuaj11@gmail.com">bharuaj11@gmail.com</a>	bcom	71	Select
5	<a href="#">Ramya V V</a>	9445807258	<a href="mailto:ramyachennai189@gmail.com">ramyachennai189@gmail.com</a>	BCOM	72.5	Select
6	<a href="#">Sujithaa A</a>	9884541227	<a href="mailto:sujithaaashok1205@gmail.com">sujithaaashok1205@gmail.com</a>	BCOM	62.15	Select

Thanks & regards,

**Asha Rekha M** | Global Talent Track | [Tel:9841883288](tel:9841883288)

Empowering Youth..... Worldwide




[shiv.alex@recruitment@gmail.com](mailto:shiv.alex@recruitment@gmail.com)
**Recruitment@TCS CBO JD**

 Praveen Kumar - praveenkumar1@tcs.com  
 To: "recruitment@gmail.com" <recruitment@gmail.com>

Tue, Dec 14, 2016 at 3:21 PM

Greetings from TCS.

Please find the attached document for Campus details.



Dear Sir/Madam,

It was a pleasure speaking with you.

Thank you for your cordless support in helping us identify quality talent. We greatly value your contribution to the TCS Campus Hiring Program.

We look forward to being the employer of choice for the best of BSB to explore #MyTCSdreams in our Digital Business Operations @TCS across in Chennai. TCS (SI) is an integration of Business Process Services and IT Infrastructure Services that helps enterprises leverage business operations by leveraging Cognitive technologies, Automation, AI and Cloud while ensuring high practices.

Name	Current University Register No.	E-Mail ID	Degree	Current Stream
Mohana Priya K	121602037	priryang99@gmail.com	B.Com	Corporate Secretaryship
Sandhya R	121602074	sandyranesh13@gmail.com	B.Com	Corporate Secretaryship
Deepika V	121602008	deepikacrazie07@gmail.com	B.Com	Corporate Secretaryship
Akshaya R	121601994	akshayaragupathi@gmail.com	B.Com	Corporate Secretaryship
Tharun P	121602094	tharunprabakaran93@gmail.com	B.Com	Corporate Secretaryship
Nivedha J	121602047	noorishikha1999@gmail.com	B.Com	Corporate Secretaryship
Bavana Sheethal R	111609400	sheethalrakesh06@gmail.com	B.Com	Computer Applications
Monica M	111609516	manicomona@gmail.com	B.Com	Computer Applications
Rimsha K C	111609293	rimsha106@gmail.com	B.Com	Bank Mgt.
Ranjana M	111609277	ranjanamrsh24@gmail.com	B.Com	Bank Mgt.
Gayathri K N	111609298	gayathrinanda7@gmail.com	B.Com	Bank Mgt.
Ranjana V	221608446	ranjana5698@gmail.com	B.Sc.	Computer Science
Lavanya R	121602192	lavanyarajee15@gmail.com	B.Com	Corporate Secretaryship
Janani S	121602182	kanysaraaj@gmail.com	B.Com	Corporate Secretaryship
Divya Bharathi Y	121602164	divyabharathiy@gmail.com	B.Com	Corporate Secretaryship
Swetha M	121602242	swetham@gmail.com	B.Com	Corporate Secretaryship
Shalini M	121602228	1999144.shalini@gmail.com	B.Com	Corporate Secretaryship

Thanks &amp; Regards,

Praveen K.

Bring your Buddy



**TATA**

**TATA CONSULTANCY SERVICES**

**MONICA MURALI**

Card No 945073  
 Associate No 1734478  
 Blood Group O+

**Tata Consultancy Services Ltd.**  
 TCS House Raveline Street Fort  
 Mumbai-400001 India



**NARAYANA**  
e-TECHNO SCHOOL  
ARUMBAKKAM



**A GAYATHRI**

MATHEMATICS

96500305 | 2019-20

THE NARAYANA GROUP





# EVERWIN VIDHYASHRAM

(Affiliated to CBSE, Delhi No.1930438) An ISO 9001 : 2015 Certified Institution

M-9, Meenakshi Nagar, Kolathur, Chennai - 600 099. Phone : 2556 4400, 2556 6666 Mobile : 9445 999 000

Email : [cbse@everwinschool.net](mailto:cbse@everwinschool.net)

Websites : [www.everwinschool.com](http://www.everwinschool.com) - [www.edc.evervid.in](http://www.edc.evervid.in)

[www.facebook.com/everwinworld](http://www.facebook.com/everwinworld) \* [twitter.com/EverwinAlert](https://twitter.com/EverwinAlert)

## SERVICE LETTER

This is to certify that Ms. Lavanya worked in our school as Teacher from 01.06.2019 to 17.04.2020. During the Service she proved to be a good and dedicated staff. The management wishes her all the best.

Chennai - 99

13.08.2020



*S. Vidya*  
THE PRINCIPAL  
EVERWIN VIDHYASHRAM  
SENIOR SECONDARY SCHOOL  
Kolathur, Chennai-600 099.



**PRINCIPAL GARODIA**

**HINDU VIDYALAYA**

**MATRIC HIGHER SEC. SCHOOL**

ISO : 9001 - 2008 Certified

( Recognised by the Govt. of Tamil Nadu )

**83, Lake View Road, West Mambalam,  
Chennai - 600033. PH: 044 - 2371 1279**

**2019-2020**



**Miss. S. MANJUSHREE**

**TEACHER**

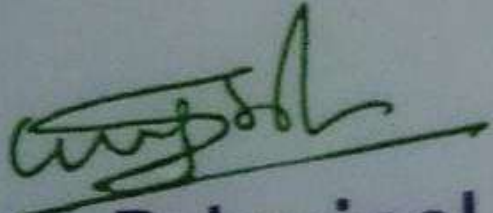
**DOB : 15/03/1995**

**CELL : 7010878149**

**B.G : A+ve**

**ADDRESS**

**16/37, MADLEY 2<sup>ND</sup> ST,  
KURUSAMY FLAT,  
T.NAGAR,  
CHENNAI-17**

  
**Sr.Principal**

# KALIGI RANGANATHAN MONTFORD MATRICULATION SCHOOL

(Recognized by the Govt. of Tamilnadu R.Dis. No. 2556/A4/2009 dt. 5-9-09)

#16/17, Singaravelan Nagar, "Kaligi Gardens", Puthagaram,  
(Off) Teachers Colony, Chennai - 600 099.



el : 25653022, Email : kaligikolathur@gmail.com

Website : www.kaligischools.ac.in

## R.J. THAYUMANASWAMY

M.S. (Edn Mgmt) Dip. Ednl. Lead (CEMD, New Delhi),  
Cert. in TQM - School Mgmt, (CII Bangalore)

Correspondent

## Mrs. R. GOWRI

M.A., M.Sc., M.Ed., D.S.M., PG.D.N.Y.S

Principal

12.03.2019

To,

**Ms. Shofiya. T.U**

B.Sc. (Maths)

#125, 6<sup>th</sup> Block, KKD Nagar, Kodungaiyur,  
Chennai - 600 11B.

9884430161

**CONGRATULATIONS !!!**

Dear **Ms. Shofiya. T.U,**

### Letter of Offer

With reference to your application and subsequent interview process you had with us, we are pleased to offer you for the post of TGT Maths Teacher, at Kaligi Ranganathan Montford Mat., Hr., Sec., School, Kolathur as per the terms and conditions discussed and agreed during the course of Interview. We would request you to kindly submit the certificates to get your appointment order.

You are initially appointed to work in Kaligi Ranganathan Montford Mat., Hr., Sec., School, Kolathur and your Salary will be Rs 15,000/- (Rupees Fifteen Thousand Only) However, you are likely to be transferred to any department or establishment of the School or any other operations according to the requirement either temporarily or permanently.

At the time of Joining we would request you to let us have a copy of the relieving certificate (if any).

On acceptance of the above offer, you are advised to report to the Principal of Kaligi Ranganathan Montford Mat., Hr., Sec., School, Kolathur on or before 03.06.2019.

Kindly sign a duplicate copy of this letter in token of your acceptance. This letter of offer is valid till 31st May 2019. If you fail to join duty on or before 03.06.2019 or collect your appointment order, this offer stands cancelled automatically.

We are delighted to welcome you to "KRM Family".

For Kaligi Ranganathan Montford School, Kolathur

Mr. Thayumanaswamy @ Bhuvanesh  
Chief Executive Officer



**V. S. NETHAJI**

**Matriculation Hr. Sec. School**

# 106, A. A. Road, Perambur, Chennai - 600039.

Ph : 25512813 Web : [www.vsnmhss.com](http://www.vsnmhss.com)



**THIRUVENI. M**

**TEACHER**

D.O.B : 11-06-1995

DAUGHTER OF : M. MURALI

NO.84, SRINIVASAN STREET,  
SUBHADRAS FLAT, PERAMBUR,  
CHENNAI - 600011.

Ph : 9789811043

Blood : O +VE

*M. Ancheran*  
**Principal**

11-Mar-2019

Dear Saranya Shanmugam,  
BSc, Mathematics  
Anna Adarsh College for Women

Candidate ID – 12827803

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b> Saranya Shanmugam	<b>Designation:</b> Graduate Trainee
--------------------------------	--------------------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

HRD/2T/12876006/19-20/E

Ms. Lavanya Balaji T  
Candidate ID: 12876006  
No.28B,16Th Street,Union Carbide Colony  
Kaveri Nagar,Kodungaiyur  
Chennai - 600118  
Tamil Nadu  
India  
Ph: (91) 89395 69059

November 19, 2019

Dear Lavanya,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **January 13, 2020**.

#### Location

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

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

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

#### Training Period

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

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

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.



## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Lavanya Balaji T			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
<b>MONTHLY GROSS SALARY</b>				<b>16,162</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				<b>136</b>
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



HRD/2T/12876010/19-20

Ms. Abirami Arumugam  
Candidate ID: 12876010  
Block A-S1, No. 19A, Thiruvengadachari Street  
Venkatapuram, Ambattur  
Chennai - 600053  
Tamil Nadu  
India  
Ph: (91) 97109 74199

May 07, 2019

Dear Abirami,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).



This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Abirami Arumugam</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



HRD/2T/12876112/19-20

Ms. Thanga Nila Pandian  
Candidate ID: 12876112  
No.228/A, P.H.Road  
Maduravoyal Market  
Chennai - 600095  
Tamil Nadu  
India  
Ph: (91) 73582 03429

June 07, 2019

Dear Thanga,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 24, 2019**.

#### Location

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

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

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

#### Training Period

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

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

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Thanga Nila Pandian</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12876127/19-20

Ms. Sumithra Kumar P  
Candidate ID: 12876127  
No.62/177,Mettu Street  
Kanchipuram  
Chennai - 600023  
Tamil Nadu  
India  
Ph: (91) 95512 85536

June 04, 2019

Dear Sumithra,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 24, 2019**.

#### Location

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

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

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

#### Training Period

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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
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Electronics City, Hosur Road  
Bangalore 560 100, India  
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F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

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The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Sumithra Kumar P</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
<b>MONTHLY GROSS SALARY</b>				<b>16,162</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				<b>136</b>
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SOFT LOAN</b>	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



June 18, 2020

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Vidya Natarajan EMP Code – 10000000474737** was working with us from **May 03, 2019** to **April 30, 2020**. Her last designation with the company was **Customer Service Associate- Voice**. She has been relieved from her services on **April 30, 2020** with **Teleperformance Global Services Private Limited**. at the closing of business hours.

We wish her all the best in all her future endeavors.

**For Teleperformance Global Services Private Limited**



**Alpana Suneja**

**Senior Director- Human Resources**

**Teleperformance Global Services Private Limited.**

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Haryana, India.

**Tel:** +91- 124-6783050 | **Fax:** +91-124-6783099

**Registered Office:** Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

**Tel:** +91-22-66776000 | **Fax:** +91-22-66776010 | **CIN:** U72900MH2001PTC232120 | **Email:** [contactus@teleperformancedibs.com](mailto:contactus@teleperformancedibs.com)

**HCL TECHNOLOGIES LTD.**

Business Services

B-34/3, Sector 59, NOIDA 201 301,UP,India

T: +91 120 4364200 F: +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India

CIN-L74140DL1991PLC046369 [www.hclbpo.com](http://www.hclbpo.com)

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

**EXPERIENCE LETTER**

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**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. RESHMA S**, Employee code **51824234** was an employee of **HCL Technologies Ltd. - BPO Services** from **Jul 22, 2019** till **Dec 31, 2021**. As per our records, her last designation at the time of exit from the company was **Quality Analyst**.

We wish **RESHMA S** all the best in her future endeavours.

For HCL Technologies Ltd. - BPO Services



Authorized Signatory

Date: Mar 09, 2022

This is system generated document with scanned signature by authorized signatory does not require company Seal.





**VARALAKSHMI KUMAR**

**AJP15390**

**Operations**



**MiraMed Ajuba**

A GLOBAL SERVICES COMPANY

No 319, MTH Road Venkatapuram,  
Ambattur  
Chennai - 600053  
Tamil Nadu  
India  
Ph: (91) 94458 48879

Dear Sreevidya,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

### Location

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

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

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

BangT 91 80 2852 0261alore 560 100, India

F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

## Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

HRD/2T/12875985/19-20

Ms. Varshini Kannan  
Candidate ID: 12875985  
No 4/2 Lenin Nagar  
Ambattur  
Chennai - 600053  
Tamil Nadu  
India  
Ph: (91) 90809 91519

May 07, 2019

Dear Varshini,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### **Joining date**

Your scheduled date of employment with us will be **June 03, 2019**.

#### **Location**

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

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

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

#### **Salary**

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

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

HRD/2T/12876001/19-20

Ms. Reshma Devarajan  
Candidate ID: 12876001  
W39/F,Kambar Circle, P&T Quarters,  
Anna nagar West  
Chennai - 600040  
Tamil Nadu  
India  
Ph: (91) 89390 97399

August 7, 2019

Dear Reshma,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### **Joining date**

Your scheduled date of employment with us will be **September 23, 2019**.

#### **Location**

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

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

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

#### **Salary**

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

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

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.



HRD/2T/12875949/19-20

Ms. Surariha Potti  
Candidate ID: 12875949  
No: 55/109, Mint Street  
Sowcarpet, Chennai - 600001  
Tamil Nadu  
India  
Ph: (91) 9789058380

May 07, 2019

Dear Surariha,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

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



HRD/2T/12875950/19-20

Ms. Blessy Joy Daniel Paulraj  
Candidate ID: 12875950  
No: 244B KKR Milienium City  
Periyakuppam, Tiruvallur - 602001  
Tamil Nadu  
India  
Ph: (91) 8072428697

May 07, 2019

Dear Blessy Joy,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

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





anna adarsh <aacplacement@gmail.com>

---

**Selected Students List from Domex e-Data Pvt Ltd**

2 messages

---

domex <careers@domexdata.in>  
To: "aacplacement@gmail.com" <aacplacement@gmail.com>

Thu, Nov 7, 2019 at 2:13 PM

Dear Ms.Parameswari

We are glad to inform you that we have shortlisted **3 M.Sc Chemistry** students and the names are listed below.  
We would like to thank you for organizing the campus interview within a short time in spite of your busy schedule.  
We are very happy to be associated with you and we will work continuously for mutual benefits.  
Please feel free to contact us for any further clarification at 044-42698483 / 42652041 / 26644633 / 26643911 / 9840066642.

Regards

V.N. Satheesh Kumar  
Director

M.Sc Chemistry	
S.No	Name
1	Maria Evangeline Jemima.A
2	Sangeetha.S
3	Yuvashri.R



anna adarsh <aacplacement@gmail.com>

---

**Selected Students List from Domex e-Data Pvt Ltd**

2 messages

---

domex <careers@domexdata.in>  
To: "aacplacement@gmail.com" <aacplacement@gmail.com>

Thu, Nov 7, 2019 at 2:13 PM

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Regards

V.N. Satheesh Kumar  
Director

M.Sc Chemistry	
S.No	Name
1	Maria Evangeline Jemima.A
2	Sangeetha.S
3	Yuvashri.R



anna adarsh <aacplacement@gmail.com>

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## Selected Students List from Domex e-Data Pvt Ltd

2 messages

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domex <careers@domexdata.in>  
To: "aacplacement@gmail.com" <aacplacement@gmail.com>

Thu, Nov 7, 2019 at 2:13 PM

Dear Ms.Parameswari

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We would like to thank you for organizing the campus interview within a short time in spite of your busy schedule.  
We are very happy to be associated with you and we will work continuously for mutual benefits.  
Please feel free to contact us for any further clarification at 044-42698483 / 42652041 / 26644633 / 26643911 / 9840066642.

Regards

V.N. Satheesh Kumar  
Director

M.Sc Chemistry	
S.No	Name
1	Maria Evangeline Jemima.A
2	Sangeetha.S
3	Yuvashri.R

11-Mar-2019

Dear Nivedha Narayanan,  
BSc, Chemistry  
Anna Adarsh College for Women

Candidate ID – 12827804

In continuation to our discussions, we are pleased to offer you the role of **Graduate Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Nivedha Narayanan	<b>Designation:</b>	Graduate Trainee
--------------	-------------------	---------------------	------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh college for women

Date : 1/22/2019

Dear Bondhala Lavanya - N&D (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh college for women

Date : 1/22/2019

Dear Sandhya Sekar - BSC(N&D) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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- 10 Passport size photographs
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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578

2016 - 2019 Batch



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh college for women

Date : 1/22/2019

Dear Roohin Farah - BSC(N&D) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

  
**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884  
CIN.U72200TN2000PTC045578





## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women Date: 1/22/2019

Dear – Swetha Sri R– Bsc – Nutrition & Dietetics Corporate Secretaryship (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10<sup>th</sup> & 12<sup>th</sup> and UG/PG education certificates
- Address & ID Proof (Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in right shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips ( Applicable only for experienced candidates)

Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu,PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh college for women

Date : 1/22/2019

Dear Srilakshmi Balasubramanian - BSC(N&D) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women

Date : 1/22/2019

Dear Abinaya K - Bsc (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**



**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women

Date : 1/22/2019

Dear Sakthi Priya - Bsc- Nutrition & Dietetics (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.788  
CIN:U72200TN2000PTC04557



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women

Date : 1/22/2019

Dear Janani Im - Bsc- Nutrition & Dietetics (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

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- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
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Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Anna Adarsh College for Women Date : 1/22/2019

Dear Amrutha P - Bsc- Nutrition & Dietetics (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

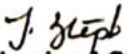
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
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Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**



**Authorized Signatory**



**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women Date: 1/22/2019

Dear – Swetha Sri R– Bsc – Nutrition & Dietetics Corporate Secretaryship (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in right shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips ( Applicable only for experienced candidates)

Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu,PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578



## **PROVISIONAL OFFER LETTER**

Campus Name: Anna Adarsh College for Women

Date: 1/22/2019

Dear – Anitha P – MSc (Comp Sci) (Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of Interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Note: Please produce this letter at the reception,

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt.Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578





anna adarsh <aacplacement@gmail.com>

### Shortlisted Candidates

Ananth solutions <nisha@ananthinfo.com>  
To: Anna Adarsh <aacplacement@gmail.com>

Tue, Dec 4, 2018 at 3:25 AM

Dear Mam,

Kindly Find the shortlisted candidates along with this mail.

Name	University Register No.	E-Mail Id	Stream
Arthi S	221608398	arthisrinivash1999@gmail.com	B.Sc.Computer Science
Abirami B	831700168	baskaran_abirami@yahoo.com	M.Sc Computer Science
Soundariya R	211602873	soundariya.chn39@gmail.com	BCA
Indhumathi U	221608075	induma1120@gmail.com	B.Sc.Computer Science

Regards,  
C.Nisha

12-Mar-2019

Dear Yamineswari Srinivasan,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827432

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Yamineswari Srinivasan	<b>Designation:</b>	Programmer Trainee
--------------	------------------------	---------------------	--------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Hajira Erum Syed Ahmedullah  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate Id - 12827457

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:

12-Mar-2019

Priyadharshini Pandian  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate Id - 12827458

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:

# 2018-2019 Placed Mails



anna.adarsh@aacplacement@gmail.com

## Reg: List of Final Selects - Anna Adarsh 2019 Batch

Abishek.S2@cognizant.com <Abishek.S2@cognizant.com>  
To: aac.placement@gmail.com

Sun, Nov 18, 2018 at 9:18 PM

Dear Prof Parameswari,

The Cognizant recruitment team is extremely happy to share with you the list of final selected candidates.

We would share the offer letters directly to the shortlisted candidates via e-mail.

Please convey our best regards to the faculty members and the management for the hospitality and the interest shown towards Cognizant. We take this occasion to congratulate all those who have been selected for Cognizant. We wish all your students the very best in their career life.

We thank you and your institution for providing us the opportunity to meet with the top class students of your institution. We hope that the exercise and its learning will help strengthen the symbiotic partnership we mutually enjoy.

As always, with great regards,

Abishek. S

Mobile: +91-739-7705-579 | VNet: 441271

### COGNIZANT- LIST OF FINAL SELECT- ITPT

Sl.no	First Name	Last Name	Primary Email ID	Primary Mobile No	Current University Reg No	Current Degree	Current Stream
1	Yamineswari	Srinivasan	yaminijaya99@gmail.com	9487387513	221608136	BSc	Computer Science
2	Hajira	Erum	shajiraerum99@gmail.com	7397317141	221608476	BSc	Computer Science
3	priyadharshini	pandian	priyadharshinipandian1699@gmail.com	8248137876	221608444	BSc	Computer Science
4	saranya	saranya saranya	saranyashruthi2@gmail.com	8682066489	221608117	BSc	Computer Science With Maths
5	Nanthini	Thirunavukkarasu	nanthini.nanthini99@gmail.com	9841617840	221608095	BSc	Computer Science
6	SANDHIYA	PALANI	sandhyapalani174@gmail.com	7358417760	221608451	BSc	Computer Science
7	Gomathi	Ashokkumar	gomudarizz@gmail.com	9500166906	221608412	BSc	Computer Science
8	keerthana	selvam	keerthanaselvam8325@gmail.com	7338905909	221608429	BSc	Computer Science
9	logeshwari	chockalingam	logeshwari.c.1999@gmail.com	7358644806	221608433	BSc	Computer Science
10	Nishanthi	Elangovan	nishaelangovan6@gmail.com	8682098629	211602853	BCA	Computer Applications
11	Radhi	Devi Shanmugam	radhidevishanmugam@gmail.com	9677029241	211602862	BCA	Computer Applications
12	Sivagami	Ramakrishnan	pavithraram1618@gmail.com	8838951650	211602872	BCA	Computer Applications
13	pavithra	Dharumalingam	pavithra807222@gmail.com	9094735693	211602858	BCA	Computer Applications
14	sanjana	suresh	santisansuresh@gmail.com	9940301964	221608488	BSc	Computer Science
15	aarthi	LNU	s.k.aarthi99@gmail.com	7358749930	221608057	BSc	Computer Science
16	Eswari	venkatesan	moni250398@gmail.com	9789979182	211602844	BCA	Computer Applications
17	pavithra	c chandar	pavithrac70@gmail.com	7338961897	221608097	BSc	Computer Science
18	LISHA A	LNU	alisha081098@gmail.com	9092824994	220608086	BSc	Computer Science
19	vithani	perumal	vithaniperumal@gmail.com	9629140824	221608156	BSc	Computer Science
20	Jamuna	Murugadoss	jamunamurugadoss@gmail.com	9087725959	211602848	BCA	Computer Applications
21	Shruti	Kannan	k.shruti015@gmail.com	9940251152	221608121	BSc	Computer Science
22	PRIYA	DHARSHINI SIVAKL	sdpriya9993@gmail.com	8015191778	211602861	BCA	Computer Science And Application
23	M PRIYA	DHARSINI	priyadhars6898@gmail.com	9094620098	221608106	BSc	Computer Science
24	DIVYA	DILLIBABU	dillisumathi1998@gmail.com	9080100921	211602842	BCA	Computer Applications
25	ANUSIYA P	PUNNIYAMOORTH	anusiya30599@gmail.com	7401518367	211602838	BCA	Computer Applications
26	sangeetha	lakshmikanthan	sangeethalaksh05@gmail.com	9840645736	211602883	BCA	Computer Applications

## COGNIZANT- LIST OF FINAL SELECT- ITPT

Sl.no	First Name	Last Name	Primary Email ID	Primary Mobile No	Current University Reg No	Current Degree	Current Stream
27	YAMINI	PRABHAKAR	yaminiswetha6@gmail.com	9940415236	221608142	BSc	Computer Technology
28	swetha	kothandan	swethakothu@gmail.com	8681994939	211602877	BCA	Computer Applications
29	INDUMATHI	GURUMURTHY	madhu1198@hotmail.com	7397245912	221608483	BSc	Computer Science
30	swetha	Manoharan	swethamanohar1988@gmail.com	9840429838	221608464	BSc	Computer Science
31	ATSARA	GANDHI	Atchuatsara2823@gmail.com	8248393714	221608401	BSc	Computer Science
32	swetha	sri ramesh	sswethasri4@gmail.com	9840039041	221608467	BSc	Computer Science
33	anitha	sankar rao	anithabubli@gmail.com	9094223066	221608145	BSc	Computer Science
34	PREETHI N	PREETHI	preevj17@gmail.com	8807627665	221608103	BSc	Computer Science
35	Monica N	LNU	monica231999@gmail.com	8608042901	221608092	BSc	Computer Science
36	SANGEETHA	CHANDRASEKARAN	mashasangee@gmail.com	9790545872	211602869	BCA	Computer Applications
37	vijayalakshmi	EIumalai	vijie788375@gmail.com	9791687732	221608132	BSc	Computer Science
38	Ramyra	murugesan	Ramyadvdv84115@gmail.com	9087686801	211602866	BCA	Computer Applications
39	Rasheetha	LNU	rasheetha1998@gmail.com	8681033343	221608108	BSc	Computer Science
40	AKSHARA	ANILKUMAR	akshara0116@gmail.com	9962094708	211602837	BCA	Computer Applications
41	SHRUHTI	PALANIKUMARAN	tpshruthi3599@gmail.com	9043205635	211602871	BCA	Computer Applications
42	lakshmi	lalbahadhr	lakshmi2927.lal@gmail.com	8825733376	211602881	BCA	Computer Applications
43	nivetha	perumal	nivetha08111998@gmail.com	9003559782	211602856	BCA	Computer Applications
44	suba	shree	subashree506@gmail.com	8428177610	211602875	BCA	Computer Applications

## COGNIZANT- LIST OF FINAL SELECT- CISGT

Sl.no	First Name	Last Name	Primary Email ID	Primary Mobile No	Current University Reg	Current Degree	Current Stream
1	TEJA	LNU	sriteja888@gmail.com	8.94E+09	311609716	BCom	General
2	KAVIPRIYA	KAVIPRIYA JHEYAVELPANDIAN	kavisando@gmail.com	9.71E+09	311609343	BCom	Commerce
3	KEERTHANA	BINDHUSASHIKUMAR	bskeerthana99@gmail.com	9.84E+09	311609348	BCom	General
4	Sandhya	Rajaram	Sandhyarajaram01@gmail.com	8.67E+09	311609390	BCom	Accountancy
5	SARANYA	SHANMUGAM	saran.soofy@gmail.com	9.79E+09	221608371	BSc	Mathematics
6	nivedha	narayanan	nivedhanarayanan13@gmail.com	9.79E+09	221608023	BSc	Chemistry
7	Aishwariya	Thangam	aishuaishu27128@gmail.com	9.09E+09	121602146	BCom	Corporate Secretaryship
8	AMRITHA	PARASURAMAN	amritha098@gmail.com	7.40E+09	121602269	BCom	Corporate Secretaryship
9	SINDHUJA	NARASIMHAN	nsindhuja0198@gmail.com	8.94E+09	311609568	BCom	Accounting & Finance
10	GAAYATHRI	SUNDARESAN	gaayathrisundar98@gmail.com	9.88E+09	311609443	BCom	General
11	BHAVYA	DHARSHINI RAJASEKAR	Bhavvyar259@gmail.com	7.45E+09	311609239	BCom	Bank Management
12	NIVEDHA	RAVISRINIVASAN	nivedha.srinivasan29@gmail.com	9.88E+09	311609292	BCom	Bank Management
13	Keerti	Agarwal	akeertiagarwal@gmail.com	9.84E+09	311609295	BBM	Bank Management

12-Mar-2019

Nanthini ThirunavuKkarasu  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate Id - 12827460

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:



12-Mar-2019

Dear Aarthi LNU,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827465

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Aarthi LNU	<b>Designation:</b>	Programmer Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Pavithra C Chandar,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827467

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b> Pavithra C Chandar	<b>Designation:</b> Programmer Trainee
---------------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Lisha Arasu  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate Id - 12827469

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:

12-Mar-2019

Dear Vithani Perumal,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827469

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b> Vithani Perumal	<b>Designation:</b> Programmer Trainee
------------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

1. Choose from a bouquet of allowance or benefits
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3. Optimize your earnings

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Shruti Kannan,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827449

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:



### Annexure A

<b>Name:</b>	Shruti Kannan	<b>Designation:</b>	Programmer Trainee
--------------	---------------	---------------------	--------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Priya Dharsini Murugesan  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate Id - 12827466

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:

12-Mar-2019

Yamini Prabhakar  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate Id - 12827466

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During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:

12-Mar-2019

Swetha Sriramesh  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate Id - 12827468

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:

12-Mar-2019

Anitha Sankararao  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate Id - 12827469

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

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



Suresh Bethovandu  
Global Head-Talent Acquisition

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

Signature :

Date:

12-Mar-2019

Preethi Narayanan  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate Id - 12827471

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:

12-Mar-2019

Monica Nagaraj  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate Id - 12827478

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

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



Suresh Bethovandu  
Global Head-Talent Acquisition

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

Signature :

Date:

12-Mar-2019

Vijayalakshmi Elumalai  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate Id - 12827476

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

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



Suresh Bethovandu  
Global Head-Talent Acquisition

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

Signature :

Date:



12-Mar-2019

Dear Rasheetha LNU,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827507

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

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Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b> Rasheetha LNU	<b>Designation:</b> Programmer Trainee
----------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

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HRD/2T/12875941/19-20

Ms. Gomathy S  
Candidate ID: 12875941  
No:1/92 Kannadapalayam Strret Mevalur Kuppam ,Valarpuram  
Post  
Kanchipuram - 602105  
Tamil Nadu  
India  
Ph: (91) 86789 66262

May 07, 2019

Dear Gomathy,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Gomathy S			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12875942/19-20

Ms. Maheswari S  
Candidate ID: 12875942  
No: 7/54, J.D. Durairaj Nagar, 9Th Street  
Aminjikarai  
Chennai - 600029  
Tamil Nadu  
India  
Ph: (91) 94448 72805

May 07, 2019

Dear Maheswari,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

**INFOSYS LIMITED**  
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askus@infosys.com  
www.infosys.com

HRD/2T/12875952/19-20

Ms. Tshandhini RaviChandran  
Candidate ID: 12875952  
No 20 Pethel Street Lakshimi Nagar  
Pattabiram  
Chennai - 600072  
Tamil Nadu  
India  
Ph: (91) 86107 20531

May 07, 2019

Dear Tshandhini,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

HRD/2T/12875953/19-20

Ms. R Samtha Samtha Rajesh R  
Candidate ID: 12875953  
566Hig 2Nd Floor 4Th Cross Street Mogappair Eri  
Scheme  
Chennai - 600037  
Tamil Nadu  
India  
Ph: (91) 98842 82403

May 07, 2019

Dear R Samtha,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)



HRD/2T/12875945/19-20

Ms. Subathra R  
Candidate ID: 12875945  
No.37/A, Velavan nagar, Balaji nagar main road  
Kolathur, Chennai - 600099  
Tamil Nadu  
India  
Ph: (91) 8610125623

May 07, 2019

Dear Subathra,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

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askus@infosys.com  
[www.infosys.com](http://www.infosys.com)



HRD/2T/12875947/19-20

Ms. Madhumitha R  
Candidate ID: 12875947  
No:5/15 Ranga Apartments Vengeeswarar Nagar 2nd Main Road  
Vadapalani, Chennai - 600026  
Tamil Nadu  
India  
Ph: (91) 9176718580

May 07, 2019

Dear Madhumitha,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

HRD/2T/12875963/19-20

Ms. Sasi Rekha Prabhakaran  
Candidate ID: 12875963  
No 27/32 Ckp Kovil Street  
Choolai  
Chennai - 600112  
Tamil Nadu  
India  
Ph: (91) 95514 61578

May 07, 2019

Dear Sasi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)



HRD/2T/12875964/19-20

Ms. Sai Sandhya Lakshmi  
Candidate ID: 12875964  
No: 18/23, Gangappa Street  
Vadapalani, Chennai - 600026  
Tamil Nadu  
India  
Ph: (91) 9566052386

May 07, 2019

Dear Sai Sandhya Lakshmi,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

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askus@infosys.com  
[www.infosys.com](http://www.infosys.com)



HRD/2T/12875965/19-20

Ms. LISA KUMARI K  
Candidate ID: 12875965  
No: 184, Sundaram Pillai Nagar  
Tondiarpet, Chennai - 600081  
Tamil Nadu  
India  
Ph: (91) 8056279885

May 07, 2019

Dear Lisa Kumari,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

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F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)



HRD/2T/12876003/19-20

Ms. Roshini Vc  
Candidate ID: 12876003  
No:3,Saibaba Street Sree Nagar  
Colony,Thirumullaivoyal  
Chennai - 600062  
Tamil Nadu  
India  
Ph: (91) 70101 34460

May 07, 2019

Dear Roshini,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Roshini Vc			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12875966/19-20

Ms. Swedha Vijayakumar  
Candidate ID: 12875966  
No: 6/7, Chengalvarayan street, Gandhi nagar  
Chennai - 600053  
Tamil Nadu  
India  
Ph: (91) 9123551663

May 07, 2019

Dear Swedha,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

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



HRD/2T/12875967/19-20

Ms. Reshma Saibaba  
Candidate ID: 12875967  
No: 51, Masilamaniswarar Street,  
No: 2/5, Anna Cross Street  
Chennai - 600053  
Tamil Nadu  
India  
Ph: (91) 8056155097

May 07, 2019

Dear Reshma,

Welcome to Infosys!

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

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askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.05.07 18:30:54 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/2T/12876073/19-20

Ms. Haritharini S  
Candidate ID: 12876073  
No:4,1St Street  
K.M.Garden,P.B.Poad  
Chennai - 600012  
Tamil Nadu  
India  
Ph: (91) 75500 91265

May 07, 2019

Dear Haritharini,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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askus@infosys.com  
www.infosys.com



HRD/2T/12875968/19-20

Ms. Pooja Nagesh Babu  
Candidate ID: 12875968  
No: 17, Karpagam Avenue  
Padmavathy Srinivas Nagar, Lenin Nagar Extent, Ambattur  
Chennai - 600053  
Tamil Nadu  
India  
Ph: (91) 9952063407

May 07, 2019

Dear Pooja,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

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

Digitally signed by RICHARD LOBO  
Date: 2019.05.07 18:30:54 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/2T/12875968/19-20

Ms. Pooja Nagesh Babu  
Candidate ID: 12875968  
No: 17, Karpagam Avenue  
Padmavathy Srinivas Nagar, Lenin Nagar Extent, Ambattur  
Chennai - 600053  
Tamil Nadu  
India  
Ph: (91) 9952063407

May 07, 2019

Dear Pooja,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

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

HRD/2T/12876116/19-20

Ms. Monisha N  
Candidate ID: 12876116  
No:2/281,9Th Street Pudhu Nagar  
,Redhills  
Chennai - 600052  
Tamil Nadu  
India  
Ph: (91) 99629 81992

May 07, 2019

Dear Monisha,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)



**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Monisha N			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



HRD/2T/12876119/19-20

Ms. Sivaranjani Muralidharan  
Candidate ID: 12876119  
No.39,Palli Vinayakar Koil St, G-2,D Block Sai Vishal Flat  
,Thirumullai Voyal  
Chennai - 600062  
Tamil Nadu  
India  
Ph: (91) 87548 31163

May 07, 2019

Dear Sivaranjani,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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HRD/2T/12876196/19-20

Ms. Monisha Namasivayamp  
Candidate ID: 12876196  
Duraishwami Mudaliar Street  
Redhills,  
Chennai - 600052  
Tamil Nadu  
India  
Ph: (91) 75502 03560

August 7, 2019

Dear Monisha,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **September 23, 2019**.

#### Location

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

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

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

#### Training Period

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

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askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Monisha Namasivayamp			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
<b>MONTHLY GROSS SALARY</b>				<b>16,162</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				<b>136</b>
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				







HRD/2T/12875970/19-20

Ms. Saranya Krishnan  
Candidate ID: 12875970  
No: 146/A, 7th Street  
Annai Sathya Nagar, Arumbakkam  
Chennai - 600106  
Tamil Nadu  
India  
Ph: (91) 8608189771

May 07, 2019

Dear Saranya,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

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

HRD/2T/12876251/19-20

Ms. Kavi Priyam  
Candidate ID: 12876251  
76, Kandaswamy Kovil Street  
Royapettah  
Chennai - 600012  
Tamil Nadu  
India  
Ph: (91) 94988 73581

June 04, 2019

Dear Kavi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 24, 2019**.

#### Location

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

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

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

#### Training Period

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

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

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Kavi Priyam</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12875971/19-20

Ms. Pavithra CS  
Candidate ID: 12875971  
No: 7/25, Srinivasa Perumal Kovil Street  
Mettuma Nagar, Madhavaram  
Chennai - 600060  
Tamil Nadu  
India  
Ph: (91) 7448506990

May 07, 2019

Dear Pavithra,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO  
EVP and Head Human Resources – Infosys Limited

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





anna adarsh <aacplacement@gmail.com>

### Shortlisted Candidates

Ananth solutions <nisha@ananthinfo.com>  
To: Anna Adarsh <aacplacement@gmail.com>

Tue, Dec 4, 2018 at 3:25 AM

Dear Mam,

Kindly Find the shortlisted candidates along with this mail.

Name	University Register No.	E-Mail Id	Stream
Arthi S	221608398	arthisrinivash1999@gmail.com	B.Sc.Computer Science
Abirami B	831700168	baskaran_abirami@yahoo.com	M.Sc Computer Science
Soundariya R	211602873	soundariya.chn39@gmail.com	BCA
Indhumathi U	221608075	induma1120@gmail.com	B.Sc.Computer Science

Regards,  
C.Nisha



anna adarsh <aacplacement@gmail.com>

### Shortlisted Candidates

Ananth solutions <nisha@ananthinfo.com>  
To: Anna Adarsh <aacplacement@gmail.com>

Tue, Dec 4, 2018 at 3:25 AM

Dear Mam,

Kindly Find the shortlisted candidates along with this mail.

Name	University Register No.	E-Mail Id	Stream
Arthi S	221608398	arthisrinivash1999@gmail.com	B.Sc.Computer Science
Abirami B	831700168	baskaran_abirami@yahoo.com	M.Sc Computer Science
Soundariya R	211602873	soundariya.chn39@gmail.com	BCA
Indhumathi U	221608075	induma1120@gmail.com	B.Sc.Computer Science

Regards,  
C.Nisha



**Provisional Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20195054887/Chennai/BPS/BTN**  
**Date: 18/03/2019**

Dear Ms. Ranjini Vattappan,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provide this – opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptance to the company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

**1**

TCS House Raveline Street Mumbai 400 001 India  
Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com  
Registered Office 9<sup>th</sup> Floor Nirmal Building Nariman Point Mumbai 400 021.

HRD/2T/12875940/19-20

Ms. Dharani Kamatchi S  
Candidate ID: 12875940  
No:25 Vembuliamman Kovil Street  
West kk Nagar  
Chennai - 600078  
Tamil Nadu  
India  
Ph: (91) 73586 22279

May 07, 2019

Dear Dharani Kamatchi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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

12-Mar-2019

Dear Sandhiya Palani,  
B. Sc. Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827437

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

12-Mar-2019

Dear Gomathi Ashokkumar,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827438

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Date:

Signature :

12-Mar-2019

Dear Keerthana Selvam,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827439

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.212,254/- . This includes an annual incentive indication of Rs.12,000/- , as well as Cognizant's contribution of Rs.19,750/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.240,982/- . This includes an annual incentive indication of Rs.12,000/- , as well as Cognizant's contribution of Rs.19,750/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Date:

Signature :

12-Mar-2019

Dear Logeshwari Chockalingam,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827379

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.212,254/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,750/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.240,982/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,750/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

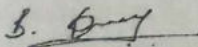
Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:



12-Mar-2019

Dear Sanjana Suresh,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827464

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

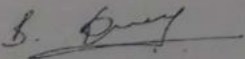
Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

12-Mar-2019

Dear Indumathi Gurumurthy,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827457

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

12-Mar-2019

Dear Swetha Manoharan,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827458

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.212,254/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,750/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

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



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Date:

Signature :

12-Mar-2019

Dear Atsara Gandhi,  
B. Sc, Computer Science  
Anna Adarsh College for Women

Candidate ID – 12827459

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.212,254/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,750/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.240,982/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,750/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

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



Suresh Bethavandu  
Global Head-Talent Acquisition

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

Date:

Signature :

HRD/2T/12875944/19-20

Ms. Keerthana S  
Candidate ID: 12875944  
26E ,Gandhimathi Street  
Vetrinagar  
Chennai - 600082  
Tamil Nadu  
India  
Ph: (91) 73974 13535

May 07, 2019

Dear Keerthana,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).



This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Keerthana S			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
<b>MONTHLY GROSS SALARY</b>				<b>16,162</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				<b>136</b>
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



HRD/2T/12875957/19-20

Ms. Maha Lakshmi R  
Candidate ID: 12875957  
59,Oragadam Road  
Ambattur  
Chennai - 600053  
Tamil Nadu  
India  
Ph: (91) 98847 72509

May 07, 2019

Dear Maha Lakshmi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Maha Lakshmi R</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12875958/19-20

Ms. Pavithra R  
Candidate ID: 12875958  
141, Mansion Site Police Quarters, 8Th Cross Street  
Thousand Lights  
Chennai - 600006  
Tamil Nadu  
India  
Ph: (91) 98844 64824

May 07, 2019

Dear Pavithra,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

**INFOSYS LIMITED**  
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F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Pavithra R</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



HRD/2T/12875995/19-20

Ms. Ajannya H  
Candidate ID: 12875995  
18,6Th Street Padi Pudhu  
Nagar  
Chennai - 600101  
Tamil Nadu  
India  
Ph: (91) 95661 78859

May 07, 2019

Dear Ajannya,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.



## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Ajannya H</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



HRD/2T/12875998/19-20

Ms. Vairogini Gnanavadivel  
Candidate ID: 12875998  
29/15, appasamy lane  
Tondiarpet  
Chennai - 600021  
Tamil Nadu  
India  
Ph: (91) 86084 15242

May 07, 2019

Dear Vairogini,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).



This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Vairogini Gnanavadivel</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



HRD/2T/12876009/19-20

Ms. Sangeetha Athiyappan  
Candidate ID: 12876009  
No.14,Bathra Kali Amman Nagar  
Ennore  
Chennai - 600057  
Tamil Nadu  
India  
Ph: (91) 90032 23713

May 07, 2019

Dear Sangeetha,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
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Electronics City, Hosur Road  
Bangalore 560 100, India  
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F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

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You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	<b>Ms. Sangeetha Athiyappan</b>			
ROLE	<b>Operations Executive</b>			
ROLE DESIGNATION	<b>Operations Executive - Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				







anna adarsh <aacplacement@gmail.com>

## HCL campus connect(BSc/BCA)-Anna Adarsh College for Women, Chennai

Krithika A <krithika.a@hcl.com>

Wed, Feb 13, 2019 at 6:24 PM

To: anna adarsh <aacplacement@gmail.com>  
Cc: "Vinod D, HCL TSS" <d.Vinod@hcl.com>, Shamita R <r.shamita@hcl.com>

Dear Sir/Madam,

Please Find attached the selected students list, the students have to finally submit the documents to receive the offer letter for Background verification.

Name	University Reg No.	E-mail Id	Course
Femina Auxilia F	221608410	01femina03@gmail.com	B.Sc.Computer Science
Deepika G	221608404	deepi29051999@gmail.com	B.Sc.Computer Science
Reshma G	221608449	msrinivasulu74515@gmail.com	B.Sc.Computer Science
Lizzy S	221608432	lakshulizzy@gmail.com	B.Sc.Computer Science
Geetha G D	221608482	geethadaya205@gmail.com	B.Sc.Computer Science

Thanks & Regards

Krithika A

HR Executive

HCL TSS Pvt. Ltd.

Work - 0111000000

02415001100

www.hcl.com

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anna adarsh <aacplacement@gmail.com>

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Thanks & Regards

Krithika A

HR Executive

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Thanks & Regards

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Thanks & Regards

Krithika A

HR Executive

HCL TSS Pvt. Ltd.

Work - 01123456789

02412345678

www.hcl.com

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## eTeam InfoServices Private Limited

Aswini Devi  
No: 2/500, Nakkeeran Street,  
Mogappair East  
Chennai, TN 600037

Date: July 30, 2021

Dear Aswini Devi

Subsequent to our discussion, we are pleased to appoint you in eTeam Infoservices Pvt. Ltd as “**Transaction Processing Representative**”. You are expected to join on or before “**August 03, 2021**”, failing which, eTeam reserves the right to rescind this letter.

You will work out of our **Client** office and your Annual Cost to Company (CTC) will be **Rs. 1,56,000 (Rupees One lakh Fifty-Six Thousand Only)** as detailed in Annexure “A”.

During your period of employment, you would be governed by the terms and conditions as per the appointment letter and HR Handbook which is subject to amendment from time to time at Company’s sole discretion.

### I) DOCUMENTS

You shall furnish at the time of starting employment (or within one week thereafter) the documents to the Company as mentioned below. Any delays in submitting the requested documents, may affect your joining or processing your first pay.

This appointment is offered to you, based on your having furnished the Company, correct information regarding your past service and other records. If at any time it is revealed that employment has been obtained by furnishing false/inappropriate information or withholding pertinent information, the Company in its sole discretion may terminate your service at any time without notice and Company shall be free to pursue any action against you as provided under the local law.

- Self Attested Copies in support of your educational qualification(s) (marksheets and degree certificates)
- Self Attested Copies in support of your work experience (Offer/appointment and experience/relieving letters)
- Copy of your resignation acceptance or release communication from current employer
- 2 passport size photographs
- Form 16/salary certificate/Bank Statement
- Address proof (Aadhar Card, PAN, Passport etc.)
- Compliance Documents (Form F, Form 2, Form 11, etc)



## eTeam InfoServices Private Limited

### II) SALARY

- a) Your annual remuneration is as specified in Your Annexure “A”.
- b) This compensation package has been customized for You after taking into account your qualifications, and relevance of experience and your role and responsibilities.
- c) You will be required to strictly **maintain the secrecy** and ensure that You do not divulge or communicate in any manner, any information regarding **your remuneration/terms of employment**, to any other employee, except to the Head of your department and the Head of HR Dept. of the Company.
- d) In the similar way, when deputed to work or while interacting **at the client site**, You are expected to **maintain full confidentiality regarding your salary packages** and expected not to discuss or disclose the same at any time to any member of the client staff in the interest of maintaining and promoting good and ethical functional business relations with other clients.
- e) Please note that the salary structure of the Company may be altered modified at any time without prior notice and other terms may accordingly be altered modified at any time. Further salary, allowances and all other payment benefits will be governed by the Company’s rule as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source.

### III) TERMINATION

- a) Your employment will be subject to termination by 30 days written notice or salary in lieu in of notice.
- b) The Company, however, reserves the right to terminate your employment without any compensation and notice for a Cause.’ The term ‘Cause’ shall be used in the document mean (i) the commission of a crime involving moral turpitude, theft, fraud or deceit; (ii) conduct that has an adverse effect on the Company’s reputation; (iii) substantial or continued unwillingness or inability to perform duties assigned to the Employee; (iv) gross negligence or deliberate misconduct; (v) any material breach of terms and conditions specified in this letter; or (vi) Unauthorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer; (vii) thereof for misconduct breach of responsibilities or providing sensitive confidential information to competitors/clients or non-performance or absconding from duties and the Company reserves all the rights to take Legal actions against the Employees.
- c) Employee cannot use his/her accumulated leave to serve Notice Period.
- d) When You formally resign from the Services of the Company, the Company may, in its sole discretion, permit You to pay up for the notice period in lieu thereof.
- d) Your services can be terminated with or without notice/compensation; if You fail to clear background check and the report status is Amber/Red.

### IV) ABSCONDING WITHOUT NOTICE

1001 Durham Avenue, Suite 201, South Plainfield, NJ 07080 • Phone (732) 248-1900 (US Office)

- A-4 & 5, First Floor, Logix Park, Sector-16, Noida – 201301
- #1192 Sandeep Arcade, 3<sup>rd</sup> Floor, Sec – 7, HSR Layout, Bangalore - 560102
- 1st floor, Shitiratna Building, Near Panchvati Cross Roads, Off C.G. Road, Ahmedabad – 380006



## **eTeam InfoServices Private Limited**

In case, if You are on unplanned/unapproved leaves or any such leaves, which has been taken without any prior approval from the Reporting Manager for three or more than three Consecutive Days, it shall be deemed that You are no more interested to Work with the company and will be declared absconded from the Services. Furthermore, Incase if You quit theJob without serving proper notice period as stipulated in the Appointment letter with eTeam Infoservices Pvt Ltd., or its client, You shall be considered as “Abscond”.

In such an event, the Company has the rights to pursue any legal action, if wishes to do so, against You and You shall be liable to bear all the Cost which include Jurisdiction Cost, Financial Loss, Value loss or any such loss which has impacted by any means to the Company or its Clients.

### **V) SALARY REVIEW**

Your Salary will be reviewed periodically as per the policy of the Company subject to alternations from time to time. Increments will be solely based on your progress in the Company. Taxability of the salary and benefits will be as per Income Tax Rules.

### **VI) GENERAL**

#### **a) Medical Fitness**

Your appointment with Company will be subject to; (i) your being found medically fit and certified by your family doctor and, (ii) receipt of satisfactory references. We would require You to complete medical formalities before You join the organization.

At any point of time during your service with the Company, if You are found to be unfit or incapacitated to give your service on medical grounds, you will be liable for termination from the services of the Company. The opinion of the Doctor appointed/authorized by the Company in this regard will be taken as final and binding.

#### **b) Absence**

Any absence for a continuous period of THREE days of unsanctioned leave, including your over-staying the period of leave by THREE days ( i.e. a total of SIX days of not reporting to work without prior intimation ) may automatically make You lose your employment with the Company, and your service shall automatically stand terminated without any notice or any Compensation in lieu of such notice (as stated in this letter) and Company may or may not provide, in its sole discretion, intimation of such termination. In such a situation you will be liable to pay one month’s gross salary to the Company as liquidity damages.

#### **c) Responsibilities and Job Description**

The Company reserves the right to assign the responsibilities and job description and allocate additional functions in your job’s description according to its need and requirements prevailing at the time. Any such re-designation shall not negate any other portions of the terms and conditions of employment. You will be required to work on any project assignment in India or Abroad on which the Company may depute you from time to time. You will be required to document all your work on regular basis, as per the Company rules.

#### **d) Training**

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## **eTeam InfoServices Private Limited**

You will be required to undergo various specialized (internal/external) training which the Company may arrange for You from time to time and You will be required to adhere to the schedule as specified for the training programs.

### **e) Duty Hours**

You shall attend office according to the rules prevalent from time to time. You may also be called upon to attend to your duties as and when required in shift or on holidays, in accordance with exigencies. In view of your position, it may be necessary for You to undertake such work, as well as undertake tours and travel.

During deputation at client site, you will be required to strictly follow the rules and regulations of the Client and Company and adhere to the code of conduct. All the Leaves have been pre-defined by the Organization basis on the Business and Client requirement at the Start of Every year and it may differ from location to location, or Client to Client basis on the Business purpose and it can be changed, subject to matter of Organizational or Client requirement.

### **f) Time Sheet /Time Sheet Approvals**

You are required to ensure submission of your attendance through Manual Time Sheet or Time Sheet Link Approval or Soft Copy or Hard Copy or by any means, by 02<sup>nd</sup> of Every Month to ensure Salary processing on time. All the Time Sheets has to be duly approved and signed by your Supervisor either in soft copy or hard copy with submission as per the Stipulated time.

Employee has to ensure that his/her manual time sheet or time sheet link approval from respective Project Manager / Supervisor has to be submitted on 1<sup>st</sup> day of every month. In case, if timesheet approved after 05<sup>th</sup> of that specific month, in that case, salary will be processed on 15<sup>th</sup> of every month. In Case, if employee fails to submit the Time Sheet with necessary approvals, he/she will not be eligible for Salary in absence of Attendance or necessary approval.

### **h) Location/Travel**

You will be presently based at your Project's Location. It is understood that this appointment will involve your posting or travel anywhere in India or abroad.

### **i) Commitments**

It should be clear to You that there are no other commitments made by the Company in terms of your compensation or otherwise other than what is mentioned in the appointment letter.

### **j) Professional Ethics**

You will be required to deal with the Company's money, material and documents with utmost honesty, confidentiality and professional ethics. If You are found guilty, at any point of time of moral turpitude or of dishonestly dealing with the Company's reputation, money or material or documents or of theft or of misappropriation, regardless of the value involved, your Service would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

### **k) Usage of Software/Hardware**

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## **eTeam InfoServices Private Limited**

You are strictly prohibited from bringing any unauthorized infringed copies of software in the office premises, from any external sources or copying software from one computer system to another which may include any violation/infringement of the Intellectual Property Rights of any party. Non-compliance of this rule will be regarded as a serious offense and will be subject to disciplinary/legal- action.

### **I) Code of Conduct**

You shall carry out your work diligently and devote full time and attention to your tasks and while on the premises of the Company and not indulge in activities of personal interest and / or for the personal entertainment or activities which hinder the interest, the business activities of the Company and the performance of your colleagues.

While at work on Company premises, use or possession of alcohol, narcotics or like substance/s is prohibited and use / possession of the same is ground for disciplinary action including but not limited to dismissal.

Whenever there is a change in your personal information, You shall notify the same to the Company, in writing with proof within three (3) days.

### **VII) Counterparts and Facsimile Signatures**

The parties may sign this agreement in counterparts and the parties agree to accept facsimile signatures in lieu of original signatures.”

### **VIII) INTERNET POLICY**

It is an implicit part of the conditions of service that You shall act at all times during your service with the Company, in the Company’s best interest. You shall be required to strictly comply with the Company’s internet policy, which prohibits the use of the Company’s computers or such facilities for any purpose not in the accordance with law or for private purposes. You are prohibited from sending or being privy to sending, any objectionable, or anonymous, or pseudonymous e-mail messages to the Company or any other entity by using the Company’s facilities, or while in the Company’s premises in any location.

You shall not extract information or store any type of data or information, in such a manner as to be able to retrieve or take away such information / data after severance of your employment with the Company, howsoever caused. You shall not use the electronic media of the Company to send or receive electronic images or text of any abusive nature.

### **IX) NON - COMPETE CLAUSE**

You agree that during the terms of this letter and a period of twelve (12) months following the termination of your employment or twelve (12) months following the Term date or the Termination date of any agreement, whichever is later, You shall not directly or indirectly, on behalf of any individual or entity, be employed by an Company’s Client, vendor, broker, end-client, end-user or any entity introduced directly/indirectly to You by Company or any entity that You provided services for.

You further agrees not to solicit, directly or indirectly accept or divert any employment, business, and computer consulting contracts or make any contacts with any Client, vendor,

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## **eTeam InfoServices Private Limited**

end-client, and end-user otherwise take away from the Company any business the Company had or was actively soliciting during your employment and thereafter. This para shall survive the termination or expiration of this Agreement.

### **X) NON-SOLICITATION**

You agree that during your employment with the Company and for twelve (12) months thereafter You will not directly or indirectly solicit the employment, consulting or other services of any other employee of the Company, or a Client, end-client or end-user of the Company, or of an entity at which the Employee was placed or introduced as a result of your employment with the Company, or induce any such employees to leave such employment or to breach an employment agreement therewith.

During your employment with the Company and for twelve (12) months thereafter, You shall not directly or indirectly in any capacity induce or allow or attempt to induce or allow any Company employee, consultant, contractor or other party to terminate his or her employment or contractual relationship with the Company. You agree that You will not solicit, divert or accept any employee, consultant, client, end-client, end-user, customer, vendor, broker or contractor of the Company or any entity which directly or indirectly provided any business to the Company. This paragraph shall survive the termination or expiration of this Agreement.

### **XI) PROHIBITION OF DISCRIMINATION & HARASSMENT OF CO-WORKERS**

You agree not to indulge in any act of harassment mental or physical towards any co-worker at the workplace. Any such act might lead to dismissal of your employment, at Company's sole discretion.

You are equally responsible for creating a harmonious work atmosphere and accordingly should propagate appropriate behavior amongst colleagues and adhere to the same at the work place.

### **XII) CONFIDENTIALITY AGREEMENT**

You are required to undertake a confidentiality agreement effective from the date of joining.

### **XIII) NON-DISPARAGEMENT**

During the employment and thereafter, You shall not make any disparaging or defamatory statements, whether written or verbal, regarding the business practices of the Company or its Clients; provided, however, nothing in this Section shall prohibit You from making truthful oral or written statements in response to (i) an official request by a government agency, (ii) a court order

### **XIV) DEPUTATION**

During your employment with the Company, you will be liable to be transferred to any of the offices/department of the Company or of the associate companies group companies whether existing or to be set, whether in the same town/city or anywhere in India or abroad on the same conditions of the employment at the sole discretion of the Management.

### **XV) RETIREMENT**

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## eTeam InfoServices Private Limited

The retirement age is 58 years.

You will automatically retire without any notice on your completing the age of 58 years. If we find you medically unfit, You may be relieved by the Management at an earlier date also. Company reserves the right to extend your services after retirement.

### XVI) COMPANY'S OVERRIDING RIGHT TO SUE FOR RELIEF

Notwithstanding any reference to specific terms and conditions noted hereinabove, the Company expressly reserves its right at law to take recourse to such action as appropriate against errant employee and / or claim damaged for any injury or damage property or person sustained owing to lapses / negligence by the concerned employee.

Please note that the above rules and regulations are subject to change/amendment/alteration from time to time at the sole discretion of the management without any notice. Any such changes shall also be implied on You.

The management reserves the right to amend, change and introduce anew any or all of the above except what is mandatory under the statutory requirements, at its discretion at any point with or without prior information.

Please sign copy of this letter and return the same to us indicating your acceptance of this appointment and terms and conditions as attached.

We welcome You and look forward to have a long and mutually rewarding association.

Yours truly

For eTeam Infoservices Private Limited

Agreed & Accepted By

Sumi Jose  
HR Executive(India)



## eTeam InfoServices Private Limited

### Annexure "A"

**Entitlements:** All entitlements listed below are Subject to Company Policies, Procedures and Guidelines that may be in force or as issued/Changed from time to time. All perquisites and benefits, including reimbursements, are Subject to Income Tax as per the provision of the Income Tax Act, 1961, which may be applicable, including tax on perquisite value. The Details of your remuneration are as under:

#### Salary Break up

Name of Candidate	Aswini Devi	
Location	Chennai	
Designation	Transaction Processing Representative	
<b>Particulars</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	6600	79200
HRA	3300	39600
Statutory Bonus	550	6600
Special Allowance	1231	14772
<b>Monthly Gross (A)</b>	<b>11681</b>	<b>140172</b>
<b>Retrials - Employer Contribution (B)</b>		
PF Contribution from Employer	940	11277
ESIC Contribution from Employer	380	4556
<b>Sub Total (B)</b>	<b>1319</b>	<b>15832</b>
<b>Total CTC(A+B)</b>	<b>13000</b>	<b>156000</b>
<b>Net Payable (Before Taxes)</b>	<b>10653</b>	<b>127836</b>

**Rupees One lakh Fifty-Six Thousand Only (Per Annum)**



## eTeam InfoServices Private Limited

\* Incentive/Referral/Reimbursement/Bonus or any other variable amount is payable subject to the employee's performance as per Company policies and at the sole discretion of the Company's management.

\* Please note that first salary for those who join after the 25th of the month will be processed in following month's payroll cycle post receipt of your complete set of documents.

\*Any Tax implication arising out of the above structure to be borne by the employee.

\*Income Tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.

**Yours Truly**

**For eTeam Infoservices Private Limited**

**Sumi Jose**  
HR Executive(India)

**Agreed & Accepted By**

---



Durgadevi S  
2201459

**Cognizant**



2201459

2201459

Emergency Contact: 9944524161

If found, please inform: 1800 258 2345

Cognizant Technology Solutions India  
Pvt. Ltd

Manyata Embassy Business park, F3 Building,  
Outer Ring Road, Near Nagawara,  
Rachenahalli village - 560045, Karnataka,  
India

**IMPORTANT INFORMATION**

- Fees [There will be a fee of Rs 500 collected for Lost ID Card]



**Offer Letter**

Dated: 19<sup>th</sup> Sep 2021

Dear **Atchaya Veeramani**,

We are pleased to offer you the position **Associate QA Analyst** at Tagit India Pvt Ltd., India.

**Commencement Date**

Your appointment shall commence on 11<sup>th</sup> Nov 2021 or earlier at Tagit India Pvt Ltd.

**Location**

You will be based at Chennai, India and maybe required to work from other locations where Tagit offices are located.

**Remuneration**

Your annual CTC will be Rs.2,85,000 - (Indian Rupees Two Lakhs Eighty-five thousand only) per annum on a cost to company basis, this includes your Basic, HRA, Education, LTA, Telephone allowance, PDA allowance, gratuity and medical insurance, company's contribution to Provident Fund, the detailed breakup of which will be given to you on your joining the Organization. Provident fund will be paid as per the Act and Bonus and other incentives would be given as per the Policy outlined by Tagit India Pvt Ltd. QA

You will be appointed as **Associate QA Analyst** reporting to the Manager – Resource Management

The detailed Service Agreement governing the terms and conditions of your employment will be issued to you on your joining, the company.

**Acceptance**

**Atchaya Veeramani**, we welcome you to Tagit and look forward to a long and rewarding career with us.

Please confirm your acceptance to the undersigned by 21<sup>st</sup> Oct 2021.

**For Tagit India Pvt Ltd.**

**Accepted**

DocuSigned by:  
  
46EEE1AC39F947A...  
**Sandeep Bagaria**  
CEO

**Atchaya Veeramani,**  
Date:



**Name:** Preethi

**Address:** 10 RAMASAMY STREET , PURASAIVAKKAM,  
FLOWERS ROAD,  
CHENNAI - 600084,  
India

Dear Preethi,

We are pleased to inform you that based on your application and the Subsequent interviews you had, you have been selected for the position of **Transaction Processing New Associate**.

Your joining date will be **Tuesday 16 July 2019**

On the first day of the employment, please report to:

**Company Address:** Accenture Services Pvt. Ltd,  
Block B TECCI Park 173 Rajiv Gandhi Salai (Old Mahabalipuram Road) Sholinganallur,  
Chennai - 600119,  
India

**Reporting Time : 4:00 PM**

You will be paid a gross annual salary of **Rs. 1,56,000/- (One Lakhs Fifty Six Thousand only)**.

Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

**Joules to Watts Business Solutions Pvt. Ltd**

SJR I Park, Tower 4 Ground floor  
Opposite to Satya Sai Hospital  
EPIP Zone, Whitefield  
Bangalore-560066

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact us.



HR Signature



Candidate Signature

**Joules to Watts Business Solutions Pvt. Ltd.**

SJR I Park, Ground Floor, Tower 4, Plot No. 13, 14 & 15, EPIP Area  
Whitefield, Opp. Satya Sai Hospital, Bangalore 560 066

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

## EMPLOYMENT AGREEMENT

### COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 1,56,000/-** and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	78,000.0	6,500.0
House Rent Allowance (HRA)	31,200.0	2,600.0
Stat Bonus	6,497.4	541.45
Conveyance	3,190.0	265.83
Medical	15,000.0	1,250.0
Telephone	6,102.6	508.55
Gross Earning	1,39,990.0	11,665.83
PF Employer Contribution	9,360.0	780.0
PF Employee Contribution	9,360.0	780.0
ESIC Employer	6,650.0	554.17
ESIC Employee	2,449.83	204.15
Net Take Home (Varies depending on Taxes)	1,23,330.35	10,481.68
CTC	1,56,000.0	13,000.0

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on the 3rd workday of each month. However, if the 3rd falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.



**TIME SHEETS:**

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

**Joules to Watts Business Solutions Pvt. Ltd**

SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital  
EPIP Zone, Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

**STATUTORY BENEFITS:**

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

**BACKGROUND CHECK:**

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

**MEDICAL CHECK:**

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

**NO-SHOW:**

Failure to report at the specified office on the **Tuesday 16 July 2019** shall be deemed as "No-Show". In such an event, the offer stands cancelled, and you shall be liable to pay one month's salary as penalty to the company for the loss suffered by the company.

**JOB ROLES & RESPONSIBILITIES:**

You shall be responsible for the performance of the functions expected of **Transaction Processing New Associate** and any additional functions and duties that may be assigned to you in connection with the business and operations of the Company.

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

**REVIEW PERIOD:**

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

**ASSIGNMENT:**

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.

**Joules to Watts Business Solutions Pvt. Ltd.**

SJR I Park, Ground Floor, Tower 4, Plot No. 13, 14 & 15, EPIP Area  
Whitefield, Opp. Satya Sai Hospital, Bangalore 560 066

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



**LEAVE:**

You would be entitled to get maximum of 21 days of leaves per year. (pro rata bases)

**HOLIDAYS:**

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

**DOCUMENTATION:**

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

**INDEMNITY:**

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

**UN-AUTHORIZED ABSENCE:**

Any absence for 3 consecutive business days without prior permission will be treated as un-authorized absence from the work. In such a case, the Company is entitled to terminate your services and/or seek compensation for any loss suffered by the Company or its Client due to such an absence.

**CONFIDENTIALITY & NON DISCLOSURE:**

You hereby acknowledge that by the reason of your services with the Company you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources ("Confidential Material") and such Confidential Material constitutes the property of the Company and/or its clients, enables the Company and/or its clients to compete successfully in business and was acquired or created by the Company and/or its clients at substantial expense. In consideration of your services and the above disclosures, you agree that:

You will disclose to the Company all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications ("Proprietary Material"), relating to the Company and its clients which you acquired or developed during the term of your services with the Company and that such Proprietary Material is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours, at the Company facilities, or with the Company property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of services with the Company.

You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other the Company property that have been provided to him/her by the Company and/or its clients.

You agree to comply with a supplementary agreement, when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients which you acquired or developed during the term of your services with the Company and its client is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours.

**Joules to Watts Business Solutions Pvt. Ltd.**

SJR I Park, Ground Floor, Tower 4, Plot No. 13, 14 & 15, EPIP Area  
Whitefield, Opp. Satya Sai Hospital, Bangalore 560 066

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

**NON COMPETE & NON SOLICITATION:**

You agree that during your services with the Company and continuing for a period of twelve (12) months after termination of your services with the Company, you:

- a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.
- b) Will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.
- c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.
- d) Unless pre-approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

**WAIVER:**

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppel of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

**JURISDICTION:**

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

**LEAVING THE COMPANY WITHOUT SERVING NOTICE PERIOD:**

If you wish to leave the services of the Company, a clear written notice of 30 days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

**TERMINATION BY THE COMPANY:**

The company may terminate your services with or without cause under the following conditions:

**With Cause:** The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer. (7) Providing any false information to the company.

**Without Cause:** (a) In the event that the employment is terminated without Cause, the EMPLOYEE will be provided with a 30 days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 days, calculated on the basis of the last basic salary.

**TERMINATION BY EMPLOYEE:**

If you wish to leave the services of the Company, a clear written notice of 30 days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice. However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

**MORAL CONDUCT:**

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

**ALTERNATIVE EMPLOYMENT:**

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

**COMPANY PROPERTIES IN YOUR POSSESSION:**

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

**CHANGE OF ADDRESS:**

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless otherwise intimated in writing by you. Communications addressed to you at the above address shall be deemed to have been duly served.

**CODE OF CONDUCT:**

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

**PLACE OF EMPLOYMENT AND TRANSFER:**

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.



**DECLARATION:**

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

P. Pruthi

July 15, 2019

Signature

Date



**Joules to Watts Business Solutions Pvt. Ltd.**

SJR I Park, Ground Floor, Tower 4, Plot No. 13, 14 & 15, EPIP Area  
Whitefield, Opp. Satya Sai Hospital, Bangalore 560 066

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

12-Mar-2019

Dear Nishanthi Elangovan,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827380

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:



### Annexure A

<b>Name:</b>	Nishanthi Elangovan	<b>Designation:</b>	Programmer Trainee
--------------	---------------------	---------------------	--------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

**\*\*\* Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Radhi Devi Shanmugam,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827381

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

**Name:** Radhi Devi Shanmugam      **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Sivagami Ramakrishnan,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827382

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b> Sivagami Ramakrishnan	<b>Designation:</b> Programmer Trainee
------------------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Pavithra Dharumalingam,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827463

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Pavithra Dharumalingam	<b>Designation:</b>	Programmer Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Eswari Venkatesan,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827466

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:



### Annexure A

<b>Name:</b>	Eswari Venkatesan	<b>Designation:</b>	Programmer Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Jamuna Murugadoss,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827448

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Jamuna Murugadoss	<b>Designation:</b>	Programmer Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

1. Choose from a bouquet of allowance or benefits
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\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

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Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Priya Dharshini Sivakumar,  
BCA, Computer Science And Application  
Anna Adarsh College for Women

Candidate ID – 12827450

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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Please note

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Priya Dharshini Sivakumar	<b>Designation:</b>	Programmer Trainee
--------------	---------------------------	---------------------	--------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Divya Dillibabu,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827452

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Divya Dillibabu	<b>Designation:</b>	Programmer Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Anusiya P Punniyamoorthy,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827453

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:



### Annexure A

<b>Name:</b> Anusiya P Punniyamoorthy	<b>Designation:</b> Programmer Trainee
---------------------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

1. Choose from a bouquet of allowance or benefits
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**\*\*\* Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Sangeetha Lakshmikanthan,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827454

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b> Sangeetha Lakshmiathan	<b>Designation:</b> Programmer Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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**\*\*\* Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Swetha Kothandan,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827456

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Swetha Kothandan	<b>Designation:</b>	Programmer Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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**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.

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Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Sangeetha Chandrasekaran,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827504

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Sangeetha Chandrasekaran	<b>Designation:</b>	Programmer Trainee
--------------	--------------------------	---------------------	--------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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12-Mar-2019

Dear Ramya Murugesan,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827506

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:



### Annexure A

<b>Name:</b>	Ramya Murugesan	<b>Designation:</b>	Programmer Trainee
--------------	-----------------	---------------------	--------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Akshara Anilkumar,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827508

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Akshara Anilkumar	<b>Designation:</b>	Programmer Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Shruhti Palanikumar,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827509

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs. 19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Shruhti Palanikumar	<b>Designation:</b>	Programmer Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Lakshmi Lalbahadhr,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827510

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:

### Annexure A

<b>Name:</b>	Lakshmi Lalbahadhr	<b>Designation:</b>	Programmer Trainee
--------------	--------------------	---------------------	--------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

12-Mar-2019

Dear Nivetha Perumal,  
BCA, Computer Applications  
Anna Adarsh College for Women

Candidate ID – 12827511

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

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



Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

Signature :

Date:



### Annexure A

<b>Name:</b>	Nivetha Perumal	<b>Designation:</b>	Programmer Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	<b>Annual Gross Compensation</b>		<b>180,504</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>192,504</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	<b>Annual Total Remuneration</b>		<b>212,254</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
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Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



12-Mar-2019

Substitute ID

BCA, Computer Applications  
Jawahar College for Women

Candidate ID - 12827512

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an **Annual Total Remuneration (ATR)** of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the IDPN while joining the organization. Please refer Annexure B for more details.

Plazzo note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing orders in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://careers2.cognizant.com/career>

Yours sincerely,

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

Sarah Beharwala  
Global Head-Talent Acquisition

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

Signature :

Date:

HRD/2T/12875939/19-20

Ms. Nivetha Saravanan  
Candidate ID: 12875939  
Ap.759 4Th Street G Block 10Thmain Road Bluestar  
Annanagar  
Chennai - 600040  
Tamil Nadu  
India  
Ph: (91) 97916 73419

May 07, 2019

Dear Nivetha,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

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

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Nivetha Saravanan			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/12876072/19-20

Ms. Divya Selvamani  
Candidate ID: 12876072  
No.22/16, Vasudevan Street  
Purasaiwalkam  
Chennai - 600007  
Tamil Nadu  
India  
Ph: (91) 75501 65723

August 7, 2019

Dear Divya,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **September 23, 2019**.

#### Location

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

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

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

#### Training Period

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

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

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

HRD/2T/12876122/19-20

Ms. Rajathi Mehalingam  
Candidate ID: 12876122  
No 12/21 Devaki Ammal Street  
Vetri Nagar  
Chennai - 600082  
Tamil Nadu  
India  
Ph: (91) 96770 07361

May 07, 2019

Dear Rajathi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **June 03, 2019**.

#### Location

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

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

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

#### Training Period

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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
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Electronics City, Hosur Road  
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T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

## Probation and confirmation

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

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## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

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Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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

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### Salary

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### Ex - Gratia / Bonus

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

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Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).



This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Rajathi Mehalingam			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
<b>MONTHLY GROSS SALARY</b>				<b>16,162</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				<b>136</b>
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



HRD/2T/12876132/19-20

Ms. Bavithra K  
Candidate ID: 12876132  
No-13/12 Thirumangalam, Anna  
Nagar  
Chennai - 600101  
Tamil Nadu  
India  
Ph: (91) 99529 42586

August 7, 2019

Dear Bavithra,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

#### Joining date

Your scheduled date of employment with us will be **September 23, 2019**.

#### Location

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

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

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

#### Training Period

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

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

## Probation and confirmation

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

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Agreement

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

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Compensation and Benefits

### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

### Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).



**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Bavithra K			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	<b>136</b>			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>			
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
<b>SALARY LOAN ( Subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				







anna adarsh <aacplacement@gmail.com>

### Shortlisted Candidates

Ananth solutions <nisha@ananthinfo.com>  
To: Anna Adarsh <aacplacement@gmail.com>

Tue, Dec 4, 2018 at 3:25 AM

Dear Mam,

Kindly Find the shortlisted candidates along with this mail.

Name	University Register No.	E-Mail Id	Stream
Arthi S	221608398	arthisrinivash1999@gmail.com	B.Sc.Computer Science
Abirami B	831700168	baskaran_abirami@yahoo.com	M.Sc Computer Science
Soundariya R	211602873	soundariya.chn39@gmail.com	BCA
Indhumathi U	221608075	induma1120@gmail.com	B.Sc.Computer Science

Regards,  
C.Nisha

MGS/BLC/OFL19/0157

Ashwini Sundar  
358, Eswaran Nagar, 2<sup>nd</sup> Street,  
Veppampattu, Thiruvallur - 602024  
Tamil Nadu

Dear Ashwini,

We are pleased to offer you the role of **Business Presentation Specialist** at McKinsey & Company at its **\*Global Visual Graphics & Media Services** at Bengaluru with effect from **September 16, 2019**, subject to the terms and conditions set out in this Offer Letter.

Your annual base compensation (Cost to Company) will be **INR 309,600**.

You will also be eligible for benefits as set out in the Firm's policies. These benefits and policies are subject to change as per the Firm's discretion. Please refer to the Annexure 1 for details of your compensation breakup, benefits, and entitlements.

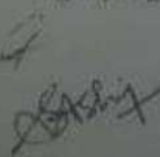
The offer is based on the following terms and conditions:

**1. General conditions**

On joining the Firm, you are required to comply with the Firm's policies that cover many of our values and professional obligations, including the Proprietary & Confidential Information Agreement, Data Privacy Notice, Outside Activities Policy, Board Policy and the Personal Investment Policy. These policies, among other things, prohibit Firm members and members of their household from purchasing or selling publicly traded securities of any client of the Firm. You are at all times expected to behave in a manner consistent with the Firm's values and that brings credit to yourself and to the Firm. You are also required to follow office policies and procedures, as described in the memorandums communicated to you and as may be amended from time to time.

You agree to comply with the Firm's decision should it consider it necessary or appropriate to change your job title, reporting relationships, job duties and responsibilities, the legal entity that you are employed with and the jurisdiction where you are expected to perform your duties (despite location of your residence) on the basis of your performance or the Firm's business requirements. Any such change shall not be deemed to violate the terms of this Letter or constitute any basis for constructive or involuntary termination of employment, provided that your base salary is not reduced and other remuneration for services rendered to the Firm is not substantially reduced.

\*Global Visual Graphics and Media Services is an internal service line of McKinsey & Company and it is legally registered in India as McKinsey Global Services India Pvt. Ltd.



ANNEXURE 1 - COMPENSATION DETAIL

Name: Ashwini Sundar

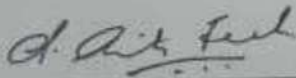
Title: Business Presentation Specialist

COMPENSATION BREAKUP	PROPOSED MONTHLY	PROPOSED ANNUAL
<b>A. FIXED COMPENSATION</b>		
Basic	9,030	108,360
House Rent Allowance	4,515	54,180
Statutory Bonus (If applicable)	2,000	24,000
Leave Travel Allowance	753	9,036
Special allowance	7,702	92,424
Provident Fund (Employer Contribution) *	1,800	21,600
<b>TOTAL FIXED PAY</b>	<b>25,800</b>	<b>309,600</b>

Gratuity: Payable as per government laws

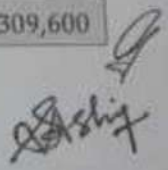
\*Provident fund: An equal amount will be deducted as employee's contribution

Leave travel allowance: Paid on a monthly basis, subject to tax deduction. Tax benefit can be availed on submission of travel documents twice in a block of 4 years.



Christus Antony

On behalf of McKinsey Global Services India Pvt. Ltd.





**RR Donnelley India Outsource Pvt. Ltd.**  
Registered Office: 43 A Ist Main Road, R.A. Puram,  
Chennai – 600 028, India.  
Tel: + 91 44 42241000 Fax No. : + 91 44 42241021  
Corporate Identity Number: U30006TN1995PTC053395

June 21, 2019

CAF ID: 21062019-NIV-BRU-130199  
Ref Code: 12693-DOC-2\159

Nivetha Babu  
7/17, Station Road,  
Varadharajapuram, Ambattur  
Chennai  
600053

Dear **Nivetha Babu**,

**Congratulations and welcome to RR Donnelley India Outsource Pvt. Ltd!**

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Document Specialist** at Job Level **L1**.

RR Donnelley is a multibillion dollar global provider of integrated communications. Founded more than 150 years ago, we work with more than 60,000 customers across four continents and are constantly expanding and growing across the various geographies we operate in. To fuel our business growth, we are relentlessly looking for and nurturing our most prized resource – our people! In the days to come, you will discover that we are passionate about attracting, developing and retaining our talent.

This offer comes to you as a culmination of a rigorous selection process and we are certain that you will find our work environment conducive to your personal and professional growth.

We request you to join us full-time on **July 10, 2019** in our Chennai office.

Details of your Total Pay and Benefits are listed in Annexure A.

The general terms and conditions of employment are outlined in the subsequent pages in Annexure B. Please endorse your acceptance of this offer by signing the duplicate copy of this letter and returning it to us.

Once again, welcome to the RR Donnelley family!  
We wish you the very best as you begin your career with us.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Raghavan', with a horizontal line underneath.

**Ramesh Raghavan**  
Assistant Vice President - Human Resources