



Unit : J.K. Paper Mills, Jaykaypur, Distt. Rayagada, Odisha-765017

Mr. Debasis Panigrahy
S/o Mr. Pradeep Kumar Panigrahy
Kulagada, Post Office-Kulagada,
Dist. - Ganjam, Odisha – 761106.

JKPW/HRD/ 239 /2019
16th August, 2019

Dear Mr. Debasis Panigrahy,

Sub: Engagement letter

With reference to the discussion held with you and mutually agreed upon, we are pleased to engage you as **Engineer Trainee** at our J K Paper Mills, Jaykaypur, Rayagada, Orissa. As discussed and agreed by you at the time of interview, this detailed engagement letter is issued to you indicating the terms & conditions:-

A. TRAINING PERIOD

You shall be engaged for **training, for a period of 1 (one) year** from the date of your reporting for training.

B. EMOLUMENTS & BENEFITS

You shall be eligible for the under noted emoluments & benefits from the date of your joining during the period of training.

a) Stipend

You shall be paid Consolidated Stipend of Rs. 13,500/- (Rupees Thirteen thousand five hundred only) per month, during the training period.

b) Housing

You shall be provided suitable bachelor accommodation during training period as per Company housing policy.

After absorption, which is subject to your suitability and available vacancy, you shall be paid HRA as per Company policy. In case you are provided housing in the Company colony the HRA will stand withdrawn.

c) Allowance

You shall be paid Allowance & Special Allowance as per existing Engineer Trainee scheme of the Company.

d) Medical

i) You shall be reimbursed an amount equivalent to your one-month's stipend per annum, towards the expenses incurred on medical check-up, treatment of yourself, your family and dependent parents, on submission of original Bills and Cash Memos, as per rules of the Company, in this regard, from the date of your joining.

Works : J.K. Paper Mills. Ph : 91-6856-233770/233550/234077. Fax: 91-6856-234078
E-mail: jkpaper@jkpm.jkmail.com

Regd. Office : P.O. Central Pulp Mills. Fort Songadh, Distt. Tapi (Guj.)-394660. Ph: 91-2624-220228/220278-80.
Fax: 91-2624-220138 Cable: Cenpulp. E-mail: cpm@cpmjk.jkmail.com

Admn. Office : Nehru House, 4, Bahadur Shah Zafar Marg, New Delhi-110002. Ph: 91-11-33001112/23311112-5.
Fax: 91-11-23712680. Website: www.jkpaper.com
CIN-L21010GJ1960PLC018099



AB



Welcome!! You are selected as Apprentice-WFO - IGIT Bhubaneswar

1 message

Abhishek Roy Chowdhury <abhishek.roychowdhury@globsyn.edu.in>
To: panigrahigourab@gmail.com
Cc: Priyabrata Deb <priyabrata.deb@globsyn.edu.in>, placement@igitsarang.ac.in

Sat, 21 Mar 2020 at 10:27

Dear **Gourav Chandra Panigrahi**

Congratulations on your offer from Globsyn!!

We request you to complete the documentation by today i.e. (21st Of March 2020).

Note: Please complete the documentation part by today evening... Any issues please call me in my Mob no given below.

For any issue related to documentation part please call Priyabrata Deb @ 7449635031.

Venue
Globsyn Crystals, Tower II, First Floor XI-11&12,
Block EP, Sector V, Salt Lake, Kolkata, India 700091

Please find attached the following documents;

1. Copy of age proof certificate.
2. Copies of all Educational Certificates and Marksheets from class X till date.
3. Your recent passport size colored photograph-1
4. Copy of PAN Card. [Both sides]-1
5. Copy of Voter ID Card [Both sides]-1.
6. Copy of Aadhar Card. [Both Sides]-1
7. Bank account details for Salary along with the copy of a Cancelled Cheque-1.
8. Copy of Resume
9. Release Letter (If experienced)
10. NOC (If pursuing)
11. Medical Fit Certificate. **(Mandatory only for Work From Office)**

In the meantime, please don't hesitate to reach out to me, either through email or by calling me directly at **91- 9875450904** in case you have any questions or concerns. To know more about us please visit <https://aiworkspace.io/about-globsyn/>

We are looking forward to hearing from you and would like to welcome you on board with us!!

Please find the attached Documents to complete by today.

Thanks and Regards

--

Abhishek Roychowdhury | HR Recruiter

Globsyn AI Workspace

Mobile: +91 9875450904 | +91 33 6600 3600

Website: aiworkspace.io | globsyn.com



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Offer: Computer Consultancy
Ref: TCSL/CT20192797540/Kolkata
Date: 12/09/2019

Mr. Monish Kumar Jena
House No. 0, Boxi Street, Jeypore, KoraputBoxi Street,
Jeypore,
Jeypore-764001,
Odisha.
Tel# 91-8249737261

Dear Monish Kumar Jena,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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



amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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



HIS offers the following benefits:

1. Basic Cover

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

2. Higher Hospitalisation

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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



8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



documents

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Monish Kumar Jena
Designation	Assistant System Engineer-Trainee
Institute Name	Indira Gandhi Instt Of Technology-Sarang

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

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

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

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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



Welcome!! You are selected as Apprentice-WFO - IGIT Bhubaneswar

1 message

Abhishek Roy Chowdhury <abhishek.roychowdhury@globsyn.edu.in>
To: panigrahigourab@gmail.com
Cc: Priyabrata Deb <priyabrata.deb@globsyn.edu.in>, placement@igitsarang.ac.in

Sat, 21 Mar 2020 at 10:27

Dear **Gourav Chandra Panigrahi**

Congratulations on your offer from Globsyn!!

We request you to complete the documentation by today i.e. (21st Of March 2020).

Note: Please complete the documentation part by today evening... Any issues please call me in my Mob no given below.

For any issue related to documentation part please call Priyabrata Deb @ 7449635031.

Venue
Globsyn Crystals, Tower II, First Floor XI-11&12,
Block EP, Sector V, Salt Lake, Kolkata, India 700091

Please find attached the following documents;

1. Copy of age proof certificate.
2. Copies of all Educational Certificates and Marksheets from class X till date.
3. Your recent passport size colored photograph-1
4. Copy of PAN Card. [Both sides]-1
5. Copy of Voter ID Card [Both sides]-1.
6. Copy of Aadhar Card. [Both Sides]-1
7. Bank account details for Salary along with the copy of a Cancelled Cheque-1.
8. Copy of Resume
9. Release Letter (If experienced)
10. NOC (If pursuing)
11. Medical Fit Certificate. **(Mandatory only for Work From Office)**

In the meantime, please don't hesitate to reach out to me, either through email or by calling me directly at **91- 9875450904** in case you have any questions or concerns. To know more about us please visit <https://aiworkspace.io/about-globsyn/>

We are looking forward to hearing from you and would like to welcome you on board with us!!

Please find the attached Documents to complete by today.

Thanks and Regards

--

Abhishek Roychowdhury | HR Recruiter

Globsyn AI Workspace

Mobile: +91 9875450904 | +91 33 6600 3600

Website: aiworkspace.io | globsyn.com



Disclaimer: This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.



HRD/3T/19-20/12624438

Mr. Amit Gouda
Candidate ID: 12624438
Kanha Nagar, Ambapua,
Berhampur, Ganjam
Berhampur - 760007
Odisha
India
Ph: (91) 82801 56533

September 5, 2019

Dear Amit,

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

Digitally signed by RICHARD LOBO
Date: 2019.09.05 19:58:33 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/12624438

September 5, 2019

Mr. Amit Gouda
Candidate ID: 12624438
Kanha Nagar, Ambapua,
Berhampur, Ganjam
Berhampur - 760007
Odisha
India
Ph: (91) 82801 56533

Dear Amit,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **November 11, 2019**.

Location

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

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

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

Training Period:

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

Probation and confirmation

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

Leave

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

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

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

Agreement:

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

Compensation and Benefits

Salary

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

Training Performance- linked Incentive

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

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

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

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

Notice period

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

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

Background checks

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

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

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

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

Other terms and conditions

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Date: _____, 20____

Sign your name

_____ _____
Print your name Location

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

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Amit Gouda
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Amit Gouda
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



28-Jan-2020

Dear Snehashree Sahoo,
B.Tech/B.E., Mechanical Engineering
Indira Gandhi Institute Of Technology



Candidate ID – 13949615

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

Name: Snehashree Sahoo **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

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

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

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

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

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



Offer: Computer Consultancy
Ref: TCSL/DT20195367930/Kolkata
Date: 12/09/2019

Ms. Ananya Pattnaik
F-4/D, Maa Tarini Residency Budharaja,
Backside Of Petrol Pump,
Sambalpur-768004,
Odisha.
Tel# 91-9090019360

Dear Ananya Pattnaik,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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



amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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



HIS offers the following benefits:

1. Basic Cover

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

2. Higher Hospitalisation

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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



8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



documents

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Ananya Pattnaik
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

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

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

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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



Ref. No:TSBSL/HR/METs/2020
Date: 06/07/2020

Ms. Asmita Bimal Satapathy
IGIT, Sarang

Email : satpathy.asmita4@gmail.com
Mob : +91-9556975742

Dear Ms. Satapathy,

With reference to our selection process conducted at your campus, we are pleased to appoint you as **Management Engineer Trainee** as per the following terms and conditions:

1. Your consolidated stipend will be Rs. 38,000 + 1,800 (PF) + 2,000 (HRA) per month or Shared Bachelor Accommodation (wherever available).
2. As a trainee you will not be entitled to any other benefits/privileges available to other regular employees except to the extent of statutory benefits, if any.
3. You will be under training for a period of one year from the date of your joining. If your progress and performance will be found to be unsatisfactory, the training period shall be liable to be extended or even you may be dispensed with purely at the discretion of the Management.
4. After satisfactory completion of your training, you will be confirmed.
5. This appointment will be subject to your being found medically fit by our Medical Officer. The continuance of this appointment will also be subject to your remaining medically fit. You may also be required at any time during your training / service, to appear before a Medical Officer specified by the Company for medical examination.
6. The appointment is further subject to verification of the particulars given by you in your application form. In case any particular(s) mentioned by you in the application form for appointment are found to be false or incorrect, your services shall be terminated without any notice.
7. The company will expect you to work in the department in which you are placed with a high standard of discipline, initiative, efficiency and economy.
8. You will devote your whole time to the work of the Company and will not undertake any other direct / indirect business or work, honorary or remuneratory, except with the written permission of the Management.
9. You will not give to any one, by word of mouth or otherwise, particulars or details of our manufacturing process, technical know-how, or of security arrangements, or of administrative and organizational matters, whether of confidential or secret nature, that may become known to you for being associated with our Company.

TATA STEEL BSL LIMITED

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur Kuspanga Meramandali Dhenkanal_ 759 121 Odisha India Tel (O) 06762 300000/ 660002 / 660000
Regd. Office: Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi – 110065
CIN No.: L74899DL1983PLC014942



Ref. No:TSBSL/HR/METs/2020
Date: 06/07/2020

Mr. Panga Pravin Kumar
IGIT, Sarang

Email : pangapravin98@gmail.com
Mob : +91-9437382721

Dear Mr. Panga,

With reference to our selection process conducted at your campus, we are pleased to appoint you as **Management Engineer Trainee** as per the following terms and conditions:

1. Your consolidated stipend will be **Rs. 38,000 + 1,800 (PF) + 2,000 (HRA) per month or Shared Bachelor Accommodation (wherever available).**
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Regd. Office: Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi – 110065

CIN No.: L74899DL1983PLC014942



Ref. No:TSBSL/HR/METs/2020
Date: 06/07/2020

Mr. Sahil Sekhar Parida
IGIT, Sarang

Email : sahilparida1998@gmail.com
Mob : +91-8763435052

Dear Mr. Parida,

With reference to our selection process conducted at your campus, we are pleased to appoint you as **Management Engineer Trainee** as per the following terms and conditions:

1. Your consolidated stipend will be **Rs. 38,000 + 1,800 (PF) + 2,000 (HRA) per month or Shared Bachelor Accommodation (wherever available).**
2. As a trainee you will not be entitled to any other benefits/privileges available to other regular employees except to the extent of statutory benefits, if any.
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TATA STEEL BSL LIMITED

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur, Kuspanga, Meramandali, Dhenkanal - 759 121, Odisha, India. Tel (O) 06762 300000 / 660002 / 660000
Regd. Office: Ground Floor, Mira Corporate Suites, Plot No. 18/2, Mathura Road, Ishwar Nagar, New Delhi - 110065

CIN No.: L74899DL1983PLC014942



Ref. No: TSBSL/HR/Summer Intern/2020
Date: 13/05/2020

Mr. Subham Kumar Tripathy
IGIT, Sarang

Email: subhamodi@gmail.com
Mob: +91-9777632999

Dear Mr. Tripathy,

Congratulations & Welcome to Tata Steel BSL!!

We are pleased to have you onboard as Summer Intern – 2020.
Below are the specifics of your internship:

Stream	Start Date	End Date
Metallurgy	18-May-2020	12-July-2020

On reaching this exciting stage, we are glad to offer you some fascinating projects, giving ample number of opportunities and exposure for learning while working with best minds in the business.

Project Description	Guide Name	Department
To study metallurgical parameters contributing variation in mechanical properties of same grade CRCA products annealed from different batch annealing furnaces.	Dhirendra Kumar	CRM

Our internship programme 2020 is for two months (8 weeks).

You would be eligible for stipend amount of Rs. 10,000/- per month.

Because of the prevailing situation in the country arising out of COVID-19, the process of internship will be conducted online. If situation permits later, you will be requested to join at the Company premises.

Let your nervousness and apprehensions settle down as we will be there to support, help and guide you whenever you need.

During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you will adhere to our confidentiality norms.

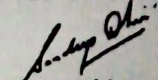
It is important to mention that all COVID-19 related precautionary measures / advisories need to be strictly adhered to during the internship process.

If there is any clarification needed, you may reach out to jyoti.dash@tatasteelbsl.co.in or call us at 7077758804.

Good luck, Get Set Go!!

Best regards,

Yours faithfully,
For Tata Steel BSL


Sandeep Dhir
Chief Human Resource Officer

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur Kusupanga Meramandali Dhenkanal _ 759 121 Odisha India Tel (O) 06762 300000/ 660002 / 660000
Regd. Office. Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi – 110065
CIN No.: L74899DL1983PLC014942



Date: 22/09/2020

IGIT, Sarang
Professor in Charge
Training & Placement

Dear Sir,

We are glad to share that following students from your institute have been found suitable and are being offered a pre-placement offer.

Sl. No	Name	Roll Number	Branch	Campus Name
1	Alex Nayak	36310	Mechanical	IGIT, Sarang
2	Shaloni Rout	36388	Mechanical	IGIT, Sarang
3	Subham Kumar Tripathy	36650	Metallurgy	IGIT, Sarang
4	Sibani Misra	36642	Metallurgy	IGIT, Sarang
5	Shubhalaxmi Sahoo	36290	Electrical	IGIT, Sarang
6	Milisha Saran	36262	Electrical	IGIT, Sarang

CTC: Rs. 41,800/- per month
Profile: Management Engineer Trainee

Congratulations to the selected students and Good luck to the others for their future endeavors.

The offer extended by Tata Steel BSL is subject to fulfilment of below mentioned criteria-

1. Students need to have 60% or 6 CGPA by the end of their course in order to join us as Management Engineer Trainee in year 2021.
2. Students need to clear their Pre-Employment medical test before joining Tata Steel BSL (documents will be shared before February'21 with detailed instructions).

The students are requested to stay in touch with Mr. Jyoti Ranjan Tripathy, Manager – HRM at jyoti.tripathy@tatasteelbsl.co.in or at 06762-300000 for any further details or queries.

Yours sincerely,

Dinesh Agrawal
Head HRM - Strategy & Talent Management

Received from (Campus Placement Team)

Name :

Designation :

Signature with Stamp :

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CIN No.: L74899DL1983PLC014942



Ref. No:TSBSL/HR/METs/2020

Date: 06/07/2020

Mr. Panga Pravin Kumar

IGIT, Sarang

Email : pangapraavin98@gmail.com

Mob : +91-9437382721

Dear Mr. Panga,

With reference to our selection process conducted at your campus, we are pleased to appoint you as **Management Engineer Trainee** as per the following terms and conditions:

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CIN No.: L74899DL1983PLC014942



Ref. No:TSBSL/HR/METs/2020
Date: 06/07/2020

Mr. Sahil Sekhar Parida
IGIT, Sarang

Email : sahilparida1998@gmail.com
Mob : +91-8763435052

Dear Mr. Parida,

With reference to our selection process conducted at your campus, we are pleased to appoint you as **Management Engineer Trainee** as per the following terms and conditions:

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Regd. Office: Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi - 110065

CIN No.: L74899DL1983PLC014942



Unit : J.K. Paper Mills, Jaykaypur, Distt. Rayagada, Odisha-765017

Mr. Debasis Panigrahy
S/o Mr. Pradeep Kumar Panigrahy
Kulagada, Post Office-Kulagada,
Dist. - Ganjam, Odisha – 761106.

JKPW/HRD/ 239 /2019
16th August, 2019

Dear Mr. Debasis Panigrahy,

Sub: Engagement letter

With reference to the discussion held with you and mutually agreed upon, we are pleased to engage you as **Engineer Trainee** at our J K Paper Mills, Jaykaypur, Rayagada, Orissa. As discussed and agreed by you at the time of interview, this detailed engagement letter is issued to you indicating the terms & conditions:-

A. TRAINING PERIOD

You shall be engaged for **training, for a period of 1 (one) year** from the date of your reporting for training.

B. EMOLUMENTS & BENEFITS

You shall be eligible for the under noted emoluments & benefits from the date of your joining during the period of training.

a) Stipend

You shall be paid Consolidated Stipend of Rs. 13,500/- (Rupees Thirteen thousand five hundred only) per month, during the training period.

b) Housing

You shall be provided suitable bachelor accommodation during training period as per Company housing policy.

After absorption, which is subject to your suitability and available vacancy, you shall be paid HRA as per Company policy. In case you are provided housing in the Company colony the HRA will stand withdrawn.

c) Allowance

You shall be paid Allowance & Special Allowance as per existing Engineer Trainee scheme of the Company.

d) Medical

i) You shall be reimbursed an amount equivalent to your one-month's stipend per annum, towards the expenses incurred on medical check-up, treatment of yourself, your family and dependent parents, on submission of original Bills and Cash Memos, as per rules of the Company, in this regard, from the date of your joining.

Works : J.K. Paper Mills. Ph : 91-6856-233770/233550/234077. Fax: 91-6856-234078
E-mail: jkpaper@jkpm.jkmail.com

Regd. Office : P.O. Central Pulp Mills. Fort Songadh, Distt. Tapi (Guj.)-394660. Ph: 91-2624-220228/220278-80.
Fax: 91-2624-220138 Cable: Cenpulp. E-mail: cpm@cpmj.kjmail.com

Admn. Office : Nehru House, 4, Bahadur Shah Zafar Marg, New Delhi-110002. Ph: 91-11-33001112/23311112-5.
Fax: 91-11-23712680. Website: www.jkpaper.com
CIN-L21010GJ1960PLC018099



AB



Offer: Computer Consultancy
Ref: TCSL/CT20192797540/Kolkata
Date: 12/09/2019

Mr. Monish Kumar Jena
House No. 0, Boxi Street, Jeypore, KoraputBoxi Street,
Jeypore,
Jeypore-764001,
Odisha.
Tel# 91-8249737261

Dear Monish Kumar Jena,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

TCS Confidential
TCSL/CT20192797540

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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



amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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



HIS offers the following benefits:

1. Basic Cover

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

2. Higher Hospitalisation

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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TCSL/CT20192797540

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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



8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



documents

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Monish Kumar Jena
Designation	Assistant System Engineer-Trainee
Institute Name	Indira Gandhi Instt Of Technology-Sarang

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

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

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

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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



Welcome!! You are selected as Apprentice-WFO - IGIT Bhubaneswar

1 message

Abhishek Roy Chowdhury <abhishek.roychowdhury@globsyn.edu.in>
To: panigrahigourab@gmail.com
Cc: Priyabrata Deb <priyabrata.deb@globsyn.edu.in>, placement@igitsarang.ac.in

Sat, 21 Mar 2020 at 10:27

Dear **Gourav Chandra Panigrahi**

Congratulations on your offer from Globsyn!!

We request you to complete the documentation by today i.e. **(21st Of March 2020)**.

Note: Please complete the documentation part by today evening... Any issues please call me in my Mob no given below.

For any issue related to documentation part please call Priyabrata Deb @ 7449635031.

Venue
Globsyn Crystals, Tower II, First Floor XI-11&12,
Block EP, Sector V, Salt Lake, Kolkata, India 700091

Please find attached the following documents;

1. Copy of age proof certificate.
2. Copies of all Educational Certificates and Marksheets from class X till date.
3. Your recent passport size colored photograph-1
4. Copy of PAN Card. [Both sides]-1
5. Copy of Voter ID Card [Both sides]-1.
6. Copy of Aadhar Card. [Both Sides]-1
7. Bank account details for Salary along with the copy of a Cancelled Cheque-1.
8. Copy of Resume
9. Release Letter (If experienced)
10. NOC (If pursuing)
11. Medical Fit Certificate. **(Mandatory only for Work From Office)**

In the meantime, please don't hesitate to reach out to me, either through email or by calling me directly at **91- 9875450904** in case you have any questions or concerns. To know more about us please visit <https://aiworkspace.io/about-globsyn/>

We are looking forward to hearing from you and would like to welcome you on board with us!!

Please find the attached Documents to complete by today.

Thanks and Regards

--

Abhishek Roychowdhury | HR Recruiter

Globsyn AI Workspace

Mobile: +91 9875450904 | +91 33 6600 3600

Website: aiworkspace.io | globsyn.com



Disclaimer: This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.



Offer: Computer Consultancy
Ref: TCSSL/DT20195431744/Kolkata
Date: 12/09/2019

Mr. Swadesh Swaroop Behera
Qr - G / 104Sector 19,
Near Igh,
Rourkela-769005,
Odisha.
Tel# 91-8895812818

Dear Swadesh Swaroop Behera,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

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Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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



amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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



HIS offers the following benefits:

1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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



8. **Alternative Occupation / Employment**

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

9. **Confidentiality Agreement**

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

10. **Service Agreement**

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

11. **Overseas International Assignment Agreement**

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

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

12. **Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the



said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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documents

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Click here or use a QR code scanner from your mobile to validate the offer letter

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



GROSS SALARY SHEET

Annexure 1

Name	Swadesh Swaroop Behera
Designation	Assistant System Engineer-Trainee
Institute Name	Indira Gandhi Instt Of Technology-Sarang

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

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

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

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

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



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

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

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

8. **No License**

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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



HRD/3T/19-20/12817673

Mr. Priyabrata Pattanaik
Candidate ID: 12817673
Matimandap Sahi,
Udayagiri, Lane
Puri - 752001
Odisha
India
Ph: (91) 89843 35269

September 6, 2019

Dear Priyabrata,

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

Digitally signed by RICHARD LOBO
Date: 2019.09.06 10:35:17 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/12817673

September 6, 2019

Mr. Priyabrata Pattanaik
Candidate ID: 12817673
Matimandap Sahi,
Udayagiri, Lane
Puri - 752001
Odisha
India
Ph: (91) 89843 35269

Dear Priyabrata,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **January 6, 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.

Probation and confirmation

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

Leave

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

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

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

Agreement:

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

Compensation and Benefits

Salary

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

Training Performance- linked Incentive

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

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

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

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

Notice period

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

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

Background checks

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

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

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

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

Other terms and conditions

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Date: _____, 20____

Sign your name

_____ _____
Print your name Location

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

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Priyabrata Pattanaik
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Priyabrata Pattanaik
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





Placement IGIT <placement@igitsarang.ac.in>

Confirmation List

3 messages

Sangita Mohanty <sangita.mohanty@bipros.com>
To: Placement IGIT <placement@igitsarang.ac.in>

Fri, Dec 6, 2019 at 4:43 PM

Dear Sir,

We are excited to announce that we have confirmed Mr.Chandan Kumar Dash of MCA who was on hold status after the placement drive at your campus on dt 25th Nov 2019.

Please find the names of the candidates confirmed and we will shortly announce the joining date of the internship program to start with us soon.

1. Swatika Paramanik.
2. Sharmilee Dey
3. Abhisek Kar
4. Biswaranjan Ghadei
5. Chandan Kumar Dash

Regards,

Sangita Mohanty

Manager, HR

Business Intelligence Professionals Pvt. Ltd.

Unit: 804, DLF Cybercity, Bhubaneswar -751024, India

Phone: +919937566906 | Mobile: +91 9337667854

Email ID: sangita.mohanty@bipros.comURL: www.bipros.com**Business Intelligence
Professionals Pvt. Ltd.****CMMIDEV/3™**

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From: Sangita Mohanty <sangita.mohanty@bipros.com>
Sent: Wednesday, November 6, 2019 2:55 PM
To: Placement IGIT <placement@igitsarang.ac.in>
Subject: Re: PLACEMENT DRIVE

Dear Sir,

Good Afternoon!

We confirm the date suggested. Kindly share the course curriculum of the MCA batch for better understanding the candidates. We will shortly share the delegates visiting the campus.

Regards,

Sangita Mohanty

Manager, HR

Business Intelligence Professionals Pvt. Ltd.

Unit: 804, DLF Cybercity, Bhubaneswar -751024, India

Phone: +919937566906 | Mobile: +91 9337667854

Email ID: sangita.mohanty@bipros.com

URL: www.bipros.com



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From: Placement IGIT <placement@igitsarang.ac.in>

Sent: Thursday, October 31, 2019 10:14 PM

To: Sangita Mohanty <sangita.mohanty@bipros.com>

Subject: PLACEMENT DRIVE

Dear Madam,

Greetings from Indira Gandhi Institute of Technology, Sarang!!!

On behalf of our Institute, I get the opportunity to welcome you to our beautiful campus. As per the discussion regarding the campus drive at our Institute, we suggest on 15.11.2019. Kindly confirm the date or change as per suitability. The database is attached herewith for kind reference.

Institute will extend all possible support for the success of the drive. Requesting you to kindly provide us the detailed programme of the delegates, so that we will make necessary arrangements at our end.

For any further queries kindly contact the undersigned.

Looking forward to your mail.

--
Dr.B.B.Choudhury
Associate Professor & Head
Training & Placement Cell
Indira Gandhi Institute of Technology , Sarang, 759146
(An Autonomous Institute of Govt. of Odisha)
Dist. Dhenkanal, Odisha,India
91-9437166989,91-8270836688
placement@igitsarang.ac.in
bbchoudhury@igitsarang.ac.in
bb.choudhury@gov.in

Placement IGIT <placement@igitsarang.ac.in>
To: placement.igitsarang@gmail.com

Sat, Dec 7, 2019 at 12:27 AM

Dear Sir,

We are excited to announce that we have confirmed Mr.Chandan Kumar Dash of MCA who was on hold status after the placement drive at your campus on dt 25th Nov 2019.

Please find the names of the candidates confirmed and we will shortly announce the joining date of the internship program to start with us soon.


1. Swagatika Paramanik.
2. Sharmilee Dey
3. Abhisek Kar
4. Biswaranjan Ghadei
5. Chandan Kumar Dash

Regards,

Manager, HR

Business Intelligence Professionals Pvt. Ltd.

URL: www.bipros.com

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[Quoted text hidden]

2 attachments



Placement IGIT <placement@igitsarang.ac.in>
To: placement.igitsarang@gmail.com

Tue, Dec 24, 2019 at 1:59 PM

Dear Sir,

We are excited to announce that we have confirmed Mr.Chandan Kumar Dash of MCA who was on hold status after the placement drive at your campus on dt 25th Nov 2019.

Please find the names of the candidates confirmed and we will shortly announce the joining date of the internship program to start with us soon.

1. Swagatika Paramanik.
2. Sharmilee Dey
3. Abhisek Kar

- 4. Biswaranjan Ghadei
- 5. Chandan Kumar Dash


Regards,

Manager, HR

Business Intelligence Professionals Pvt. Ltd.

Unit: 804, DLF Cybercity, Bhubaneswar -751024, India

URL: www.bipros.com

 1519036712995_image001.jpg

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2 attachments

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22K

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22K



Placement IGIT <placement@igitsarang.ac.in>

Confirmation List

3 messages

Sangita Mohanty <sangita.mohanty@bipros.com>
To: Placement IGIT <placement@igitsarang.ac.in>

Fri, Dec 6, 2019 at 4:43 PM

Dear Sir,

We are excited to announce that we have confirmed Mr.Chandan Kumar Dash of MCA who was on hold status after the placement drive at your campus on dt 25th Nov 2019.

Please find the names of the candidates confirmed and we will shortly announce the joining date of the internship program to start with us soon.

1. Swagatika Paramanik.
2. Sharmilee Dey
3. Abhisek Kar
4. Biswaranjan Ghadei
5. Chandan Kumar Dash

Regards,

Sangita Mohanty

Manager, HR

Business Intelligence Professionals Pvt. Ltd.

Unit: 804, DLF Cybercity, Bhubaneswar -751024, India

Phone: +919937566906 | Mobile: +91 9337667854

Email ID: sangita.mohanty@bipros.comURL: www.bipros.com**Business Intelligence
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From: Sangita Mohanty <sangita.mohanty@bipros.com>
Sent: Wednesday, November 6, 2019 2:55 PM
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Subject: Re: PLACEMENT DRIVE

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Sangita Mohanty

Manager, HR

Business Intelligence Professionals Pvt. Ltd.

Unit: 804, DLF Cybercity, Bhubaneswar -751024, India

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22K

August 31, 2019

To,

Ms. Shibani Satpathy
115, New Government Colony
Rifle Club , Kolkata

Dear Shibani,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as " Career Development Officer".

Find below your compensation details for location Mumbai.

Particulars		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	21500	258000
House Rent Allowance	:	1400	16800
Additional HRA	:	7000	84000
Transport Allowance	:	1600	19200
Telephone Allowance	:	500	6000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3000	36000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10000	120000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2000	24000
Total Rs:Five Lakhs Sixty Four Thousand Only pa.	:	47000	564000

**Regards,
Jaro Education**

**Sushant Mallya
General Manager – Human Resource**

I agree to the above and attached terms & conditions _____ Dated _____



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2 attachments



Placement IGIT <placement@igitsarang.ac.in>
To: placement.igitsarang@gmail.com

Tue, Dec 24, 2019 at 1:59 PM

Dear Sir,

We are excited to announce that we have confirmed Mr.Chandan Kumar Dash of MCA who was on hold status after the placement drive at your campus on dt 25th Nov 2019.

Please find the names of the candidates confirmed and we will shortly announce the joining date of the internship program to start with us soon.

1. Swagatika Paramanik.
2. Sharmilee Dey
3. Abhisek Kar

- 4. Biswaranjan Ghadei
- 5. Chandan Kumar Dash


Regards,

Manager, HR

Business Intelligence Professionals Pvt. Ltd.

Unit: 804, DLF Cybercity, Bhubaneswar -751024, India

URL: www.bipros.com

 1519036712995_image001.jpg

This message contains information that may be privileged or confidential and is the property of Business Intelligence Professionals. It is intended only for the person to whom it is addressed. If you are not the intended recipient, you are not authorized to read, print, retain, copy, disseminate, distribute, or use this message or any part thereof. If you receive this message in error, please notify the sender immediately and delete all copies of this message. The views, opinions, conclusions and other information expressed in this electronic mail are not given or endorsed by the company unless otherwise indicated by an authorized representative independent of this message. The integrity and security of this message cannot be guaranteed on the Internet. All reasonable precautions have been taken to ensure no viruses are present in this e-mail. As our company cannot accept responsibility for any loss or damage arising from the use of this e-mail or attachments.

2 attachments

 Business Intelligence Professionals Pvt. Ltd. |  CMMIDEV/3 **Outlook-1519036712.jpg**
22K

 Business Intelligence Professionals Pvt. Ltd. |  CMMIDEV/3 **Outlook-1519036712.jpg**
22K

Form No. 03

Indian Oiltanking**Campus Recruitment**

Dear Sir,

IGIT Sarang

We are pleased to inform you that the following students have been selected from your Institute.

Course		Position	
S. No.	Name	Branch	Remarks
1	Satyajit Barik	Electrical	} Selected for GEI
2	Salya Ranjan	Electrical	
3	Padhiary		
4	Debashish Das	Mechanical	
5	Bankuru Goutam	Mechanical	
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Offer letter will be sent to students from Mumbai in one month. However, this would depend on the availability of vacancies. We are extremely thankful for all the support and cooperation rendered by you and your team for smooth conducting of Campus Interview.

Date : 17 January 2020

Signature

Name

Lekha Nambiar



bbchoudhury mech <bbchoudhury@igitsarang.ac.in>

Interview Shortlist- Odisha Pool Event

Annu Arpita <annu.arpita@infosys.com>

Sat, Nov 17, 2018 at 4:10 PM

To: Biswa Bhusan01 <Biswa_Bhusan01@infosys.com>, "bbchoudhury@igitsarang.ac.in" <bbchoudhury@igitsarang.ac.in>, "Mr. Sujit Dash" <sujitdash@soa.ac.in>, "Mr. Sujit Dash" <sujitdash@soauniversity.ac.in>, Placement Cell CET Bhubaneswar <placement@cet.edu.in>

Dear all,

Greetings from Infosys!

Thank you for the warm hospitality and the support extended.

We are happy to announce a total of **60 offers** from the colleges. Please find attached the final list of offers.

Regards,

Annu Arpita

Talent Acquisition

Infosys Ltd.

[Quoted text hidden]

 **Final offers.xlsx**
16K

S.no	First Name	Middle Name	Last Name	Email ID	College Name	Branch	Status
1	Falaque	N/A	Naz	falaquenaz1008@gmail.com	INDIRA GANDHI INSTITUTE OF TECHNOLOGY,SARANG	Production Engineering	Offer
2	Anshuman	Sekhar	Dash	anshumansekhardash@gmail.com	Indira Gandhi Institute of Technology,Sarang	Computer Science Engineering	Offer
3	Simadri	N/A	Swain	simadri.swain@gmail.com	Indira Gandhi Institute Of Technology Angul	Computer Science Engineering	Offer
4	Harshita	N/A	Gupta	harshita315157@gmail.com	Indira Gandhi Institute of Technology,Sarang	Computer Science Engineering	Offer
5	Pritinanda	N/A	Sahoo	pritisahoo.pooja287@gmail.com	indira gandhi institute of technology-sarang	Electrical Engineering	Offer
6	Biswa	Bhusan	Sahoo	bishwabhusansahoo@gmail.com	GOVERNMENT COLLEGE OF ENGINEERING KALAHANDI, BHAWANIPATNA	Computer Science Engineering	Offer
7	Maniraj	N/A	Rath	maniraj.rath21@gmail.com	Government college of engineering, Keonjhar	Civil Engineering	Offer
8	Byomokesh	N/A	Tripathy	tripathy.byom97@gmail.com	College of Engineering and Technology Bhubaneswar	Information Technology	Offer
9	Dattatreya	Darshan	Singh	dattatreyadarshansingh@gmail.com	College of Engineering and Technology Bhubaneswar	Mechanical Engineering	Offer
10	Haraprasad	N/A	Dash	haraprasad7537@gmail.com	College of Engineering and Technology Bhubaneswar	Mechanical Engineering	Offer
11	Sudhansu	Sekhar	Sahu	sahu.sudhansu1997@gmail.com	College of Engineering and Technology Bhubaneswar	Mechanical Engineering	Offer
12	Priyabrata	N/A	Pattanaik	pattanaik607@gmail.com	Indira Gandhi Institute Of Technology Angul	Chemical Engineering	Offer
13	Sakshi	N/A	Gatyan	sakshigatyan1998@gmail.com	indira gandhi institute of technology, sarang	Elec. and TeleComm. Engg	Offer
14	Amit	N/A	Gouda	amit.to.ambition@gmail.com	Indira gandhi institute of technology, Sarang	Computer Science Engineering	Offer
15	Ankit	N/A	Purohit	purohitankit9.1995@gmail.com	Indira Gandhi Institute Of Technology Angul	Computer Science Engineering	Offer
16	Kabbi	Mohan	Kumar	kmohan.kabbi@gmail.com	Indira Gandhi Institute Of Technology Angul	Computer Science Engineering	Offer

17	Chirag	N/A	Dash	chiragdash884@gmail.com	Indira Gandhi Institute Of Technology Angul	Metallurgical and Materials En	Offer
18	Aman	N/A	Sinha	amansinha875@gmail.com	Indira Gandhi Institute Of Technology Angul	Electrical Engineering	Offer
19	Shreeya	N/A	Mohanty	shreeyamohantys@gmail.com	College of Engineering and Technology Bhubaneswar	Civil Engineering	Offer
20	Arundhati	N/A	Sethy	richaexo@gmail.com	College of Engineering and Technology Bhubaneswar	Electrical Engineering	Offer
21	Akash	Rai	Jena Deo	akashraidev@gmail.com	College of Engineering and Technology Bhubaneswar	Mechanical Engineering	Offer
22	Akash	N/A	Singh	singhakash2645@gmail.com	College of Engineering and Technology Bhubaneswar	Mechanical Engineering	Offer
23	Sneha	N/A	Chaturvedi	sneha110697@gmail.com	College of Engineering and Technology Bhubaneswar	Textile Engineering	Offer
24	Satyanjan	N/A	Pradhan	satyaigit34@outlook.com	Indira Gandhi Institute Of Technology Angul	Mechanical Engineering	Offer
25	Pratik	N/A	Satpathy	prratiksathpathy11@gmail.com	Indira Gandhi Institute Of Technology Angul	Computer Science Engineering	Offer
26	Suryakant	N/A	Shukla	surya07shukla@gmail.com	Indira Gandhi Institute Of Technology Angul	Computer Science Engineering	Offer
27	Pratik	N/A	Patra	pratikpatra1@yahoo.in	Indira Gandhi Institute of Technology, Sarang	Electrical Engineering	Offer
28	Rudratma	N/A	Pradhan	rudratmapradhan.2k16@gmail.com	Indira Gandhi Institute Of Technology, Sarang	Electrical Engineering	Offer
29	Anjali	N/A	Kumari	anjaliidotsingh@rediffmail.com	pmecc	Computer Science Engineering	Offer
30	Debashish	N/A	Gouda	debashishgouda22@gmail.com	Parala Maharaja Engineering College	Computer Science Engineering	Offer
31	Tapas	Ranjan	Mohanta	tmohanta9@gmail.com	Government College of Engineering, Kalahandi	Computer Science Engineering	Offer
32	Jibanjyoti	N/A	Kanungo	jibanjyoti768@gmail.com	GOVT.COLLEGE OF ENGINEERING KALAHANDI	Electrical Engineering	Offer
33	Piyush	N/A	Nayak	piyunk84@gmail.com	College of Engineering and Technology Bhubaneswar	Biotechnology & Genetic Engg	Offer

34	Satyajyoti	N/A	Acharya	acharyasatyajyoti@gmail.com	College of Engineering and Technology Bhubaneswar	Civil Engineering	Offer
35	Soumyajit	N/A	Sahoo	soumyajit.sahoo.31@gmail.com	College of Engineering and Technology Bhubaneswar	Civil Engineering	Offer
36	Bonthu	N/A	Manideep	manideep.chess0@gmail.com	College of Engineering and Technology Bhubaneswar	Electrical Engineering	Offer
37	Shubham	N/A	Patnaik	shubhampatnaik21@gmail.com	College of Engineering and Technology Bhubaneswar	Electrical Engineering	Offer
38	Amrit	Kumar	Maharana	techno.akm@gmail.com	College of Engineering and Technology Bhubaneswar	Electrical Engineering	Offer
39	Jyoti	Krishna	Nayak	nayakjk60@gmail.com	College of Engineering and Technology Bhubaneswar	Elec. & Instr. Engg	Offer
40	Prajyot	N/A	Mishra	mishra.prajyot29@gmail.com	College of Engineering and Technology Bhubaneswar	Elec. & Instr. Engg	Offer
41	Sibani	N/A	Das	sibanidas6292@gmail.com	College of Engineering and Technology Bhubaneswar	Elec. & Instr. Engg	Offer
42	Pabitra	Kumar	Behera	kumarpabitra235@gmail.com	Indira Gandhi Institute Of Technology Angul	Mechanical Engineering	Offer
43	Mohit	N/A	Agarwal	Mohitagarwal816@gmail.com	College of Engineering and Technology Bhubaneswar	Electronics	Offer
44	Ankita	N/A	Agrawal	ankitaagrawal848@gmail.com	Indira Gandhi Institute Of Technology Angul	Production Engineering	Offer
45	Ajit	N/A	Sahoo	sahoo.ajit1234@gmail.com	Indira Gandhi Institute Of Technology Angul	Elec. and TeleComm. Engg	Offer
46	Praveen	N/A	V	praveenvonna17@gmail.com	Indira Gandhi Institute Of Technology Angul	Computer Science Engineering	Offer
47	Sagar	N/A	Patnaik	sagarpatnaik147924@gmail.com	Indira Gandhi Institute Of Technology Angul	Electrical Engineering	Offer
48	Soubhagya	Ranjan	Pradhan	prsoubhagyanranjan1997@gmail.com	Parala Maharaja Engineering College	Computer Science Engineering	Offer
49	Ankit	N/A	Acharya	aacharya087@gmail.com	Government College of Engineering, Kalahandi	Mechanical Engineering	Offer
50	Ankit	Kumar	Mehta	ankitmehta0196@gmail.com	College of Engineering and Technology Bhubaneswar	Civil Engineering	Offer

51	Mohit	N/A	Acharya	acharyamohit54@gmail.com	College of Engineering and Technology Bhubaneswar	Civil Engineering	Offer
52	Subhadra	N/A	Mohanty	sm7jrjsbd@gmail.com	College of Engineering and Technology Bhubaneswar	Civil Engineering	Offer
53	Abhijit	N/A	Panda	abhijitpanda06@gmail.com	College of Engineering and Technology Bhubaneswar	Electrical Engineering	Offer
54	Rohan	Kumar	Panda	rkp7654321@gmail.com	College of Engineering and Technology Bhubaneswar	Electrical Engineering	Offer
55	Sibasish	N/A	Acharjya	jitun.sibasish@gmail.com	College of Engineering and Technology Bhubaneswar	Electrical Engineering	Offer
56	Tusharkanta	N/A	Mahapatra	simanbgh100@gmail.com	College of Engineering and Technology Bhubaneswar	Electrical Engineering	Offer
57	Sangram	Jyoti	Behera	sangramjyotib@gmail.com	College of Engineering and Technology Bhubaneswar	Information Technology	Offer
58	Subrat	N/A	Pattnaik	subrat.pattnaik07@gmail.com	College of Engineering and Technology Bhubaneswar	Mechanical Engineering	Offer
59	Vivek	N/A	Agarwal	vivekagarwal2014@gmail.com	College of Engineering and Technology Bhubaneswar	Textile Engineering	Offer
60	Sai	Sarthak	Mohanty	saisarthakmohanty1996@gmail.com	Indira Gandhi Institute Of Technology Angul	Mechanical Engineering	Offer



Declaration SES/ SE PPI results

1 message

Rajat Rawat <rajat.rawat@infosys.com>

Mon, Aug 12, 2019 at 10:17 AM

To: "placement@igitsarang.ac.in" <placement@igitsarang.ac.in>, "bidyapatisarangi@gmail.com" <bidyapatisarangi@gmail.com>, "bbchoudhury@igitsarang.ac.in" <bbchoudhury@igitsarang.ac.in>, "bb.choudhury@gov.in" <bb.choudhury@gov.in>

Cc: Biswa Bhusan01 <Biswa_Bhusan01@infosys.com>, Annu Arpita <annu.arpita@infosys.com>



Dear Professor,

Greetings from the Campus Recruitment Team at Infosys!

We're delighted to inform you that we conducted SES/ SE PPI for the students who had been selected through Hackwithinfy. We are writing to you regarding the result declaration of the same.

The details of the offer are given below-

1. Role on Offer: SES- System Engineer Specialist
2. Job Level: 3B- As per the Infosys Structure
3. Fully residential Training at Mysore for 19-23 weeks
4. Package- 5 LPA

Please find attached the list of students who have been shortlisted with you and there on, your institution can take a call as to when you would like to declare the same. However, our Day-1 policies will continue to be the same and will be strictly complied with while declaring the results.

We wish you a fantastic placement season ahead.

Warm regards,

Rajat Rawat

Talent Acquisition Team



 **Indira Gandhi Institute Of Technology Angul.xlsx**
12K

EmailID	FirstName	LastName	Institute	City	status	package	Role
sonu.psahoo@gmail.com	Pabitra	Sahoo	Indira Gandhi Institute Of Technology Angul	Dhenkanal	RAI	NA	NA
salilprakash akka274@gmail.com	Salil Prakash	Ekka	Indira Gandhi Institute Of Technology Angul	Dhenkanal	offer	5LPA	SES



Date of Campus Visit : 07-12-2020

Professor in Charge, Training & Placement of College : IGIT, Sarang

Dear Sir,

I am happy to announce that we have selected the following students from your institute post the campus recruitment for:

Campus Name : IGIT, Sarang

Final Recruitment

Sl No	Full Name	Roll Number	Branch	Status (Selected/Panel)	Stipend Amount (Per Month)
1	Sumit Sahu	1701105091	Mechanical	Selected	₹ 41,800
2	Abantika Sahoo	1701105116	Mechanical	Selected	₹ 41,800
3	Ritwick Mishra	1701105130	Mechanical	Selected	₹ 41,800
4	K Mohan Rao	36525	Chemical	Selected	₹ 41,800
5	Ankita Rath	36605	Metallurgy	Selected	₹ 41,800
6	Sashmita Samal	36636	Metallurgy	Selected	₹ 41,800
7	Abhisek Das	36602	Metallurgy	Selected	₹ 41,800
8	Satyabrata Sahoo	36637	Metallurgy	Selected	₹ 41,800
9	Digbijaya Pradhan	36617	Metallurgy	Selected	₹ 41,800
10	Biswa Bhusan Sahoo	36233	Electrical	Selected	₹ 41,800

Snapshot : (**Mandatory fields)

Received from (Campus Placement Team)

No.s of students Selected : 10

Name :

No.s of students On Panel : 00

Designation :

Signature with Stamp :

The students are requested to stay in touch with Mr. Jyoti Ranjan Tripathy, Manager – HRM at jyoti.tripathy@tatasteelbsl.co.in or at 06762-300000 for any further details or queries.

Warm regards,
(Signature of Tata Steel BSL HRM Personnel)

TATA STEEL BSL LIMITED

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur, Kusupanga, Meramandali, Dhenkanal, 759 121, Odisha, India. Tel (O) 06762 300000 / 660002 / 660000

Regd. Office: Ground Floor, Mira Corporate Suites, Plot No. 1&2, Mathura Road, Ishwar Nagar, New Delhi – 110065

CIN No.: L74899DL1983PLC014942



Date of Campus Visit : 07-12-2020

Professor in Charge, Training & Placement of College : IGIT, Sarang

Dear Sir,

I am happy to announce that we have selected the following students from your institute post the campus recruitment for:

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8	Satyabrata Sahoo	36637	Metallurgy	Selected	₹ 41,800
9	Digbijaya Pradhan	36617	Metallurgy	Selected	₹ 41,800
10	Biswa Bhusan Sahoo	36233	Electrical	Selected	₹ 41,800

Snapshot : (**Mandatory fields)

Received from (Campus Placement Team)

No.s of students Selected : 10

Name :

No.s of students On Panel : 00

Designation :

Signature with Stamp :

The students are requested to stay in touch with Mr. Jyoti Ranjan Tripathy, Manager – HRM at jyoti.tripathy@tatasteelbsl.co.in or at 06762-300000 for any further details or queries.

Warm regards,
(Signature of Tata Steel BSL HRM Personnel)

TATA STEEL BSL LIMITED

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur, Kusupanga, Meramandali, Dhenkanal, 759 121, Odisha, India. Tel (O) 06762 300000 / 660002 / 660000

Regd. Office: Ground Floor, Mira Corporate Suites, Plot No. 1&2, Mathura Road, Ishwar Nagar, New Delhi – 110065

CIN No.: L74899DL1983PLC014942



Ref. No: TSBSL/HR/Summer Intern/2020
Date: 13/05/2020

Mr. Alex Nayak
IGIT, Sarang

Email: alexnayak1999@gmail.com
Mob: +91-9938476204

Dear Mr. Nayak,

Congratulations & Welcome to Tata Steel BSL!!

We are pleased to have you onboard as Summer Intern – 2020.
Below are the specifics of your internship:

Stream	Start Date	End Date
Mechanical	18-May-2020	12-July-2020

On reaching this exciting stage, we are glad to offer you some fascinating projects, giving ample number of opportunities and exposure for learning while working with best minds in the business.

Project Description	Guide Name	Department
Reliability of Critical cranes at Angul plant	Mr. Pushendra Kumar	MED(M)

Our internship programme 2020 is for two months (8 weeks).

You would be eligible for stipend amount of Rs. 10,000/- per month.

Because of the prevailing situation in the country arising out of COVID-19, the process of internship will be conducted online. If situation permits later, you will be requested to join at the Company premises.

Let your nervousness and apprehensions settle down as we will be there to support, help and guide you whenever you need.

During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you will adhere to our confidentiality norms.

It is important to mention that all COVID-19 related precautionary measures / advisories need to be strictly adhered to during the internship process.

If there is any clarification needed, you may reach out to [jyoti.dash@tatasteelbsl.co.in](mailto: jyoti.dash@tatasteelbsl.co.in) or call us at 7077758804.

Good luck, Get Set Go!!

Best regards,

Yours faithfully,
For Tata Steel BSL


Sandeep Dhir
Chief Human Resource Officer

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur, Kusupanga, Meramandali, Dhenkanal, 759 121, Odisha, India. Tel: (O) 06762 300000 / 660002 / 660000
Regd. Office: Ground Floor, Mira Corporate Suites, Plot No. 1&2, Mathura Road, Ishwar Nagar, New Delhi – 110065
CIN No.: L74899DL1983PLC014942



Ref. No:TSBSL/HR/METs/2020

Date: 06/07/2020

Ms. Asmita Bimal Satapathy
IGIT, Sarang

Email : satpathy.asmita4@gmail.com
Mob : +91-9556975742

Dear Ms. Satapathy,

With reference to our selection process conducted at your campus, we are pleased to appoint you as **Management Engineer Trainee** as per the following terms and conditions:

1. Your consolidated stipend will be **Rs. 38,000 + 1,800 (PF) + 2,000 (HRA) per month or Shared Bachelor Accommodation (wherever available).**
2. As a trainee you will not be entitled to any other benefits/privileges available to other regular employees except to the extent of statutory benefits, if any.
3. **You will be under training for a period of one year from the date of your joining.** If your progress and performance will be found to be unsatisfactory, the training period shall be liable to be extended or even you may be dispensed with purely at the discretion of the Management.
4. After satisfactory completion of your training, you will be confirmed.
5. This appointment will be subject to your being found medically fit by our Medical Officer. The continuance of this appointment will also be subject to your remaining medically fit. You may also be required at any time during your training / service, to appear before a Medical Officer specified by the Company for medical examination.
6. The appointment is further subject to verification of the particulars given by you in your application form. In case any particular(s) mentioned by you in the application form for appointment are found to be false or incorrect, your services shall be terminated without any notice.
7. The company will expect you to work in the department in which you are placed with a high standard of discipline, initiative, efficiency and economy.
8. You will devote your whole time to the work of the Company and will not undertake any other direct / indirect business or work, honorary or remuneratory, except with the written permission of the Management.
9. You will not give to any one, by word of mouth or otherwise, particulars or details of our manufacturing process, technical know-how, or of security arrangements, or of administrative and organizational matters, whether of confidential or secret nature, that may become known to you for being associated with our Company.

TATA STEEL BSL LIMITED

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur Kusupanga Meramandali Dhenkanal_759 121 Odisha India Tel (O) 06762 300000/ 660002 / 660000

Regd. Office: Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi - 110065

CIN No.: L74899DL1983PLC014942

Indian Oiltanking

25 July 2020

Debashish Das
At/Po: Nampo, PS : Jaleswar,
Dist : Balasore, Odisha,
Pin Code : 756034

Dear Debashish,

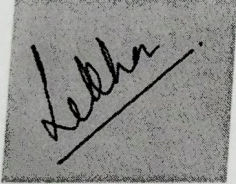
This is in reference to the appointment letter issued to you. You are further informed that your first job posting location is:

Indian Oiltanking Limited
Common User Terminal – Raipur
Village / Post – Lakholi,
Tehsil – Arang, Raipur,
Chattisgarh, PIN – 493441

You are required to report to this location not later than 01 August 2020.

Yours sincerely,

For Indian Oiltanking



Lekha Nambiar

General Manager – Human Resources

Indian Oiltanking Limited

Formerly IOT Infrastructure & Energy Services Ltd

Regd. Office: Plot No. Y2, CTS 358, A/2, Village Bhandup, Off CEAT Tyre Road, Near Nahur Station, Bhandup (W), Mumbai 400078
Ph: +91 22 6152 4500/600 . Fax: +91 6152477/888/999 . Web : www.iotl.com . CIN : U23200MH1996PLC102222



Electrical

Ref. No:TSBSL/HR/METs/2020
Date: 06/07/2020

Ms. Mamata Kisan
IGIT, Sarang

Email : kisanmamata1998@gmail.com
Mob : +91-8249206569

Dear Ms. Kisan,

With reference to our selection process conducted at your campus, we are pleased to appoint you as **Management Engineer Trainee** as per the following terms and conditions:

1. Your consolidated stipend will be **Rs. 38,000 + 1,800 (PF) + 2,000 (HRA) per month or Shared Bachelor Accommodation (wherever available).**
2. As a trainee you will not be entitled to any other benefits/privileges available to other regular employees except to the extent of statutory benefits, if any.
3. **You will be under training for a period of one year from the date of your joining.** If your progress and performance will be found to be unsatisfactory, the training period shall be liable to be extended or even you may be dispensed with purely at the discretion of the Management.
4. After satisfactory completion of your training, you will be confirmed.
5. This appointment will be subject to your being found medically fit by our Medical Officer. The continuance of this appointment will also be subject to your remaining medically fit. You may also be required at any time during your training / service, to appear before a Medical Officer specified by the Company for medical examination.
6. The appointment is further subject to verification of the particulars given by you in your application form. In case any particular(s) mentioned by you in the application form for appointment are found to be false or incorrect, your services shall be terminated without any notice.
7. The company will expect you to work in the department in which you are placed with a high standard of discipline, initiative, efficiency and economy.
8. You will devote your whole time to the work of the Company and will not undertake any other direct / indirect business or work, honorary or remuneratory, except with the written permission of the Management.
9. You will not give to any one, by word of mouth or otherwise, particulars or details of our manufacturing process, technical know-how, or of security arrangements, or of administrative and organizational matters, whether of confidential or secret nature, that may become known to you for being associated with our Company.

TATA STEEL BSL LIMITED

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur Kusupanga Meramandali Dhenkanal _ 759 121 Odisha India Tel (O) 06762 300000/ 660002 / 660000

Regd. Office: Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi – 110065

CIN No.: L74899DL1983PLC014942



Ref. No: TSBSL/HR/Summer Intern/2020
Date: 13/05/2020

Ms. Milisha Saran
IGIT, Sarang

Email: milisha.saran@gmail.com
Mob: +91-8763186195

Dear Ms. Saran,

Congratulations & Welcome to Tata Steel BSL!!

We are pleased to have you onboard as Summer Intern – 2020.
Below are the specifics of your internship:

Stream	Start Date	End Date
Electrical	18-May-2020	12-July-2020

On reaching this exciting stage, we are glad to offer you some fascinating projects, giving ample number of opportunities and exposure for learning while working with best minds in the business.

Project Description	Guide Name	Department
Study of Mould level fluctuation in Casters	Mr. Rahul Kalyan	SMS – II (Caster)

Our internship programme 2020 is for two months (8 weeks).

You would be eligible for stipend amount of Rs. **10,000/-** per month.

Because of the prevailing situation in the country arising out of COVID-19, the process of internship will be conducted online. If situation permits later, you will be requested to join at the Company premises.

Let your nervousness and apprehensions settle down as we will be there to support, help and guide you whenever you need.

During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you will adhere to our confidentiality norms.

It is important to mention that all COVID-19 related precautionary measures / advisories need to be strictly adhered to during the internship process.

If there is any clarification needed, you may reach out to jyoti.dash@tatasteelbsl.co.in or call us at 7077758804.

Good luck, Get Set Go!!

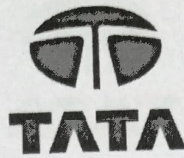
Best regards,

Yours faithfully,
For Tata Steel BSL


Sandeep Dhir
Chief Human Resource Officer

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur Kusupanga Meramandali Dhenkanal_ 759 121 Odisha India Tel (O) 06762 300000/ 660002 / 660000
Regd. Office: Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi – 110065
CIN No.: L74899DL1983PLC014942



Ref. No:TSBSL/HR/METs/2020
Date: 06/07/2020

Mr. Panga Pravin Kumar
IGIT, Sarang

Email : pangapraavin98@gmail.com
Mob : +91-9437382721

Dear Mr. Panga,

With reference to our selection process conducted at your campus, we are pleased to appoint you as **Management Engineer Trainee** as per the following terms and conditions:

1. Your consolidated stipend will be **Rs. 38,000 + 1,800 (PF) + 2,000 (HRA) per month or Shared Bachelor Accommodation (wherever available).**
2. As a trainee you will not be entitled to any other benefits/privileges available to other regular employees except to the extent of statutory benefits, if any.
3. **You will be under training for a period of one year from the date of your joining.** If your progress and performance will be found to be unsatisfactory, the training period shall be liable to be extended or even you may be dispensed with purely at the discretion of the Management.
4. After satisfactory completion of your training, you will be confirmed.
5. This appointment will be subject to your being found medically fit by our Medical Officer. The continuance of this appointment will also be subject to your remaining medically fit. You may also be required at any time during your training / service, to appear before a Medical Officer specified by the Company for medical examination.
6. The appointment is further subject to verification of the particulars given by you in your application form. In case any particular(s) mentioned by you in the application form for appointment are found to be false or incorrect, your services shall be terminated without any notice.
7. The company will expect you to work in the department in which you are placed with a high standard of discipline, initiative, efficiency and economy.
8. You will devote your whole time to the work of the Company and will not undertake any other direct / indirect business or work, honorary or remuneratory, except with the written permission of the Management.
9. You will not give to any one, by word of mouth or otherwise, particulars or details of our manufacturing process, technical know-how, or of security arrangements, or of administrative and organizational matters, whether of confidential or secret nature, that may become known to you for being associated with our Company.

TATA STEEL BSL LIMITED

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur Kusupanga Meramandali Dhenkanal _ 759 121 Odisha India Tel (O) 06762 300000/ 660002 / 660000
Regd. Office: Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi - 110065

CIN No.: L74899DL1983PLC014942



Ref. No:TSBSL/HR/METs/2020
Date: 06/07/2020

Mr. Sahil Sekhar Parida
IGIT, Sarang

Email : sahilparida1998@gmail.com
Mob : +91-8763435052

Dear Mr. Parida,

With reference to our selection process conducted at your campus, we are pleased to appoint you as **Management Engineer Trainee** as per the following terms and conditions:

1. Your consolidated stipend will be **Rs. 38,000 + 1,800 (PF) + 2,000 (HRA) per month or Shared Bachelor Accommodation (wherever available)**.
2. As a trainee you will not be entitled to any other benefits/privileges available to other regular employees except to the extent of statutory benefits, if any.
3. **You will be under training for a period of one year from the date of your joining.** If your progress and performance will be found to be unsatisfactory, the training period shall be liable to be extended or even you may be dispensed with purely at the discretion of the Management.
4. After satisfactory completion of your training, you will be confirmed.
5. This appointment will be subject to your being found medically fit by our Medical Officer. The continuance of this appointment will also be subject to your remaining medically fit. You may also be required at any time during your training / service, to appear before a Medical Officer specified by the Company for medical examination.
6. The appointment is further subject to verification of the particulars given by you in your application form. In case any particular(s) mentioned by you in the application form for appointment are found to be false or incorrect, your services shall be terminated without any notice.
7. The company will expect you to work in the department in which you are placed with a high standard of discipline, initiative, efficiency and economy.
8. You will devote your whole time to the work of the Company and will not undertake any other direct / indirect business or work, honorary or remuneratory, except with the written permission of the Management.
9. You will not give to any one, by word of mouth or otherwise, particulars or details of our manufacturing process, technical know-how, or of security arrangements, or of administrative and organizational matters, whether of confidential or secret nature, that may become known to you for being associated with our Company.

TATA STEEL BSL LIMITED

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur Kuspanga Meramandali Dhenkanal _ 759 121 Odisha India Tel (O) 06762 300000/ 660002 / 660000
Regd. Office: Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi - 110065
CIN No.: L74899DL1983PLC014942

JAYASWAL NECO INDUSTRIES LTD

CIN : L28920MH1972PLC016154

(STEEL PLANT DIVISION)

SILTARA GROWTH CENTRE, BILASPUR ROAD, SILTARA, RAIPUR - 493111 (C.G.) - INDIA

PH: +91-7721-264241, 264263 FAX : +91-7721-264279, 264240 Email : spd@necoindia.com



Ref. : JNIL/SPD/HRM/2020

Date : 03/11/2020

Mr. Bibhuti Choudhury
Training & Placement Officer
Indira Gandhi Institute of Technology
Sarang, Orissa
E-mail : placement@igitsarang.ac.in
bbcigit@gmail.com

Sub. : Selection of Management Trainee (Technical)

Ref. : Campus Drive held at your institute

Dear Sir,

This refers to the Campus Selection Drive held at your Institute for selection of Management Trainee (Technical) by M/s Jayaswal Neco Industries Ltd., Raipur.

We are happy to inform you that the following students have been selected from your college as Management Trainee (Technical).

Management Trainee

SN	NAME	PHONE	EMAIL ID	BRANCH
1	SARTHAK NAYAK	8984760315	nayaksarthak6@gmail.com	EEE
2	DEBASHISH NAYAK	9583557271	debsisnayak@gmail.com	MECHNICAL
3	ABHISHEK MOHAPATRA	7978388692	abhishekmohapatra1997@gmail.com	METALLURGY
4	ABHILASH SR	9776856857	abhilashsr02@gmail.com	METALLURGY
5	SUBRAT KUMAR BINDHANI	9040383033	subratkumarbindhani@gmail.com	METALLURGY

Jr. Management Trainee

1	SUBHENDU SAHOO	7653896342	sahoosubhendu529@gmail.com	ET & T
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The selected candidates for Management Trainee and Jr. Management Trainee have to undergo one year training from the date of their joining in the Company. During the period of Training, the Management Trainees will be paid a consolidated monthly stipend of Rs. 15,000/- for the first six months and Rs. 18,000/- for the second Six months of training. The Jr. Management Trainees will be paid Rs. 12,000/- per month during the period of one year training.

Handwritten signature and date:
3/11/2020

REGD. OFFICE : F-8, MIDC INDUSTRIAL AREA, HINGNA ROAD, NAGPUR - 440 016 (M.S.) (INDIA)

PHONES : +91-7104-237276, 237471, 237472, 236251 FAX : +91-7104-237583, 236255

E-mail : contact@necoindia.com

Website : www.necoindia.com



Ref: TCSL/CT20202996049/1461726/Kolkata

Date: 08 March 2021

MR. SATYA RANJAN SINGH

Qr. No. - A/44 Sector-18,

Near Sector-18 Social Home, Rourkela,

Odisha-769003.

Tel# 918895807154

Sub: Joining Letter

Dear Mr. Satya Ranjan Singh,

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

We are pleased to inform you that your joining date at TCSL will be **18th March 2021** , your joining location is **Kolkata** , work location is **Kolkata** and your stream is **IT** . This has been provided considering your preference and business requirements.

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

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

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



TCS Xperience Program

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

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

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

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

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

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



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

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development



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



Ref. No: TSBSL/HR/Summer Intern/2020
Date: 13/05/2020

Ms. Shaloni Rout
IGIT, Sarang

Email: shaloni.sweet@gmail.com
Mob: +91-8763058757

Dear Ms. Rout,

Congratulations & Welcome to Tata Steel BSL!!

We are pleased to have you onboard as Summer Intern – 2020.

Below are the specifics of your internship:

Stream	Start Date	End Date
Mechanical	18-May-2020	12-July-2020

On reaching this exciting stage, we are glad to offer you some fascinating projects, giving ample number of opportunities and exposure for learning while working with best minds in the business.

Project Description	Guide Name	Department
Consolidation of lubricants for Angul plant	Mr. A Guha	MED(M)

Our internship programme 2020 is for two months (8 weeks).

You would be eligible for stipend amount of Rs. 10,000/- per month.

Because of the prevailing situation in the country arising out of COVID-19, the process of internship will be conducted online. If situation permits later, you will be requested to join at the Company premises.

Let your nervousness and apprehensions settle down as we will be there to support, help and guide you whenever you need.

During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you will adhere to our confidentiality norms.

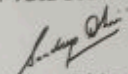
It is important to mention that all COVID-19 related precautionary measures / advisories need to be strictly adhered to during the internship process.

If there is any clarification needed, you may reach out to yoti.dash@tatasteelbsl.co.in or call us at 7077758804.

Good luck, Get Set Go!!

Best regards,

Yours faithfully,
For Tata Steel BSL


Sandeep Dhir
Chief Human Resource Officer



Ref. No: TSBSL/HR/Summer Intern/2020
Date: 13/05/2020

Ms. Sibani Misra
IGIT, Sarang

Email: sibanimisra7388@gmail.com
Mob: +91-7655023539

Dear Ms. Misra,

Congratulations & Welcome to Tata Steel BSL!!

We are pleased to have you onboard as Summer Intern – 2020.
Below are the specifics of your internship:

Stream	Start Date	End Date
Metallurgy	18-May-2020	12-July-2020

On reaching this exciting stage, we are glad to offer you some fascinating projects, giving ample number of opportunities and exposure for learning while working with best minds in the business.

Project Description	Guide Name	Department
To study metallurgical parameters contributing deterioration in cold rolled surface, shape and dimensional quality.	Mr. A K Vishwakarma	CRM

Our internship programme 2020 is for two months (8 weeks).

You would be eligible for stipend amount of Rs. **10,000/-** per month.

Because of the prevailing situation in the country arising out of COVID-19, the process of internship will be conducted online. If situation permits later, you will be requested to join at the Company premises.

Let your nervousness and apprehensions settle down as we will be there to support, help and guide you whenever you need.

During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you will adhere to our confidentiality norms.

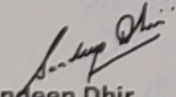
It is important to mention that all COVID-19 related precautionary measures / advisories need to be strictly adhered to during the internship process.

If there is any clarification needed, you may reach out to iyoti.dash@tatasteelbsl.co.in or call us at 7077758804.

Good luck, Get Set Go!!

Best regards,

Yours faithfully,
For Tata Steel BSL


Sandeep Dhir
Chief Human Resource Officer

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur Kusupanga Meramandali Dhenkanal _ 759 121 Odisha India Tel (O) 06762 300000/ 660002 / 660000
Regd. Office: Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi – 110065
CIN No.: L74899DL1983PLC014942



Ref. No: TSBSL/HR/Summer Intern/2020
Date: 13/05/2020

Ms. Shubhalaxmi Sahoo
IGIT, Sarang

Email: subhalaxmis9202gmail.com
Mob: +91-9439923475

Dear Ms. Sahoo,

Congratulations & Welcome to Tata Steel BSL!!

We are pleased to have you onboard as Summer Intern – 2020.
Below are the specifics of your internship:

Stream	Start Date	End Date
Electrical	18-May-2020	12-July-2020

On reaching this exciting stage, we are glad to offer you some fascinating projects, giving ample number of opportunities and exposure for learning while working with best minds in the business.

Project Description	Guide Name	Department
Study the shaft voltage phenomena in HT and inverter grade motors and suggesting the requirement of Shaft grounding Brush in same	Akhil Goyal	CEM

Our internship programme 2020 is for two months (8 weeks).

You would be eligible for stipend amount of Rs. **10,000/-** per month.

Because of the prevailing situation in the country arising out of COVID-19, the process of internship will be conducted online. If situation permits later, you will be requested to join at the Company premises.

Let your nervousness and apprehensions settle down as we will be there to support, help and guide you whenever you need.

During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you will adhere to our confidentiality norms.

It is important to mention that all COVID-19 related precautionary measures / advisories need to be strictly adhered to during the internship process.

If there is any clarification needed, you may reach out to jyoti.dash@tatasteelbsl.co.in or call us at 7077758804.

Good luck, Get Set Go!!

Best regards,

Yours faithfully,
For **Tata Steel BSL**


Sandeep Dhir

Chief Human Resource Officer

(Formerly known as Bhushan Steel Limited)
Plant: Narendrapur Kusupanga Meramandali Dhenkanal - 759 121 Odisha India Tel (O) 06762 300000/ 660002 / 660000
Regd. Office: Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi - 110065
CIN No.: L74899DL1983PLC014942



Ref. No: TSBSL/HR/Summer Intern/2020
Date: 13/05/2020

Mr. Subham Kumar Tripathy
IGIT, Sarang

Email: subhamodi@gmail.com
Mob: +91-9777632999

Dear Mr. Tripathy,

Congratulations & Welcome to Tata Steel BSL!!

We are pleased to have you onboard as Summer Intern – 2020.

Below are the specifics of your internship:

Stream	Start Date	End Date
Metallurgy	18-May-2020	12-July-2020

On reaching this exciting stage, we are glad to offer you some fascinating projects, giving ample number of opportunities and exposure for learning while working with best minds in the business.

Project Description	Guide Name	Department
To study metallurgical parameters contributing variation in mechanical properties of same grade CRCA products annealed from different batch annealing furnaces.	Dhirendra Kumar	CRM

Our internship programme 2020 is for two months (8 weeks).

You would be eligible for stipend amount of Rs. **10,000/-** per month.

Because of the prevailing situation in the country arising out of COVID-19, the process of internship will be conducted online. If situation permits later, you will be requested to join at the Company premises.

Let your nervousness and apprehensions settle down as we will be there to support, help and guide you whenever you need.

During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you will adhere to our confidentiality norms.

It is important to mention that all COVID-19 related precautionary measures / advisories need to be strictly adhered to during the internship process.

If there is any clarification needed, you may reach out to jyoti.dash@tatasteelbsl.co.in or call us at 7077758804.

Good luck, Get Set Go!!

Best regards,

Yours faithfully,
For Tata Steel BSL

Sandeep Dhir
Chief Human Resource Officer

(Formerly known as Bhushan Steel Limited)

Plant: Narendrapur Kusupanga Meramandali Dhenkanal _ 759 121 Odisha India Tel (O) 06762 300000/ 660002 / 660000
Regd. Office: Ground Floor Mira Corporate Suites Plot No. 1&2 Mathura Road Ishwar Nagar New Delhi – 110065
CIN No.: L74899DL1983PLC014942

JAYASWAL NECO INDUSTRIES LTD

CIN : L28920MH1972PLC016154

(STEEL PLANT DIVISION)

SILTARA GROWTH CENTRE, BILASPUR ROAD, SILTARA, RAIPUR - 493111 (C.G.) - INDIA

PH: +91-7721-264241, 264263 FAX : +91-7721-264279, 264240 Email : spd@necoindia.com



Ref. : JNIL/SPD/HRM/2020

Date : 03/11/2020

Mr. Bibhuti Choudhury
Training & Placement Officer
Indira Gandhi Institute of Technology
Sarang, Orissa
E-mail : placement@igitsarang.ac.in
bbcigit@gmail.com

Sub. : Selection of Management Trainee (Technical)

Ref. : Campus Drive held at your institute

Dear Sir,

This refers to the Campus Selection Drive held at your Institute for selection of Management Trainee (Technical) by M/s Jayaswal Neco Industries Ltd., Raipur.

We are happy to inform you that the following students have been selected from your college as Management Trainee (Technical).

Management Trainee

SN	NAME	PHONE	EMAIL ID	BRANCH
1	SARTHAK NAYAK	8984760315	nayaksarthak6@gmail.com	EEE
2	DEBASHISH NAYAK	9583557271	debsispnayak@gmail.com	MECHNICAL
3	ABHISHEK MOHAPATRA	7978388692	abhishekmohapatra1997@gmail.com	METALLURGY
4	ABHILASH SR	9776856857	abhilashsr02@gmail.com	METALLURGY
5	SUBRAT KUMAR BINDHANI	9040383033	subratkumarbindhani@gmail.com	METALLURGY

Jr. Management Trainee

1	SUBHENDU SAHOO	7653896342	sahoosubhendu529@gmail.com	ET & T
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The selected candidates for Management Trainee and Jr. Management Trainee have to undergo one year training from the date of their joining in the Company. During the period of Training, the Management Trainees will be paid a consolidated monthly stipend of Rs. 15,000/- for the first six months and Rs. 18,000/- for the second Six months of training. The Jr. Management Trainees will be paid Rs. 12,000/- per month during the period of one year training.

Handwritten signature and date: 3/11/2020

REGD. OFFICE : F-8, MIDC INDUSTRIAL AREA, HINGNA ROAD, NAGPUR - 440 016 (M.S.) (INDIA)

PHONES : +91-7104-237276, 237471, 237472, 236251 FAX : +91-7104-237583, 236255

E-mail : contact@necoindia.com

Website : www.necoindia.com



OFFER LETTER

Mr. Yuganta Behera

Date: Wednesday, February 17, 2021

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Associate - Pre Sales on following terms and conditions:

Offer Details:

Designation:	Associate - Pre Sales
Department:	Business Development (51000000)
Sub Department:	Sales
Employment Type:	Regular
Date of Joining:	Tuesday, February 23, 2021
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	375000 INR
Variable Compensation:	100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- 1.Provident Fund
- 2.Income tax deducted at source at the rates applicable
- 3.Employment/Professional taxes

4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Tuesday, February 23, 2021**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card

9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:



Declaration SES/ SE PPI results

1 message

Rajat Rawat <rajat.rawat@infosys.com>

Mon, Aug 12, 2019 at 10:17 AM

To: "placement@igitsarang.ac.in" <placement@igitsarang.ac.in>, "bidyapatisarangi@gmail.com" <bidyapatisarangi@gmail.com>, "bbchoudhury@igitsarang.ac.in" <bbchoudhury@igitsarang.ac.in>, "bb.choudhury@gov.in" <bb.choudhury@gov.in>

Cc: Biswa Bhusan01 <Biswa_Bhusan01@infosys.com>, Annu Arpita <annu.arpita@infosys.com>



Dear Professor,

Greetings from the Campus Recruitment Team at Infosys!

We're delighted to inform you that we conducted SES/ SE PPI for the students who had been selected through Hackwithinfy. We are writing to you regarding the result declaration of the same.

The details of the offer are given below-

1. Role on Offer: SES- System Engineer Specialist
2. Job Level: 3B- As per the Infosys Structure
3. Fully residential Training at Mysore for 19-23 weeks
4. Package- 5 LPA

Please find attached the list of students who have been shortlisted with you and there on, your institution can take a call as to when you would like to declare the same. However, our Day-1 policies will continue to be the same and will be strictly complied with while declaring the results.

We wish you a fantastic placement season ahead.

Warm regards,

Rajat Rawat

Talent Acquisition Team



 **Indira Gandhi Institute Of Technology Angul.xlsx**
12K

EmailID	FirstName	LastName	Institute	City	status	package	Role
sonu.psahoo@gmail.com	Pabitra	Sahoo	Indira Gandhi Institute Of Technology Angul	Dhenkanal	RAI	NA	NA
salilprakashikka274@gmail.com	Salil Prakash	Ekka	Indira Gandhi Institute Of Technology Angul	Dhenkanal	offer	5LPA	SES



Placement IGIT <placement@igitsarang.ac.in>

List Of Selected Students_ApMoSys Technologies Pvt Ltd

8 messages

ApMoSys HR <hr@apmosys.in>
 To: Placement IGIT <placement@igitsarang.ac.in>
 Cc: lituja mishra <lituja.mishra@apmosys.in>

Wed, Sep 25, 2019 at 12:28 PM

Dear Sir,

Below mentioned are the list of students who got selected in the campus drive.

Requesting you to kindly share the possible joining dates of students so that accordingly I will share the offer letters.

Sr. No.	Name Of Students	Gender
1	Arabinda Acharya	Male
2	Krishnakant Mohapatra	Male
3	Biswajit Padhy	Male
4	Seema Samal	Female
5	Biswajit Behera	Male
6	Rajalaxmi Pati	Female
7	Mitrabhanu Pradhan	Male
8	Chandan Dash	Male
9	Subrajit Beura	Male

Thanks & Regards,
 Manvi Singh
 HR Manager
 ApMoSys Technologies Pvt. Ltd.

Placement IGIT <placement@igitsarang.ac.in>
 To: placement.igitsarang@gmail.com

Wed, Sep 25, 2019 at 1:17 PM

Dear Sir,
 [Quoted text hidden]
 Thanks & Regards,
 HR Manager
 ApMoSys Technologies Pvt. Ltd.

--
 Dr.B.B.Choudhury
 Associate Professor & Head
 Training & Placement Cell
 Indira Gandhi Institute of Technology , Sarang, 759146
 (An Autonomous Institute of Govt. of Odisha)
 Dist. Dhenkanal, Odisha,India
 91-9437166989,91-8270836688
placement@igitsarang.ac.in
bbchoudhury@igitsarang.ac.in
bb.choudhury@gov.in

Placement IGIT <placement@igitsarang.ac.in>

Mon, Oct 7, 2019 at 3:41 PM

To: ApMoSys HR <hr@apmosys.in>

Cc: lituja mishra <lituja.mishra@apmosys.in>

Dear Madam,

As per the joining date preference, Please find mentioned below with the details of joining details. The B.Tech student will join after the completion of 8th sem and the MCA students will join in the month of January 2020.

As per the schedule of Project submission of MCA students, There will be a request to allow 10 to 15 days for project submission during April or May 2020.

Sr.NO	Name	Gender	Date of Preference
1	Arabinda Acharya	Male	16.01.2020
2	Krishnakant Mohapatra	Male	01.06.2020
3	Biswajit Padhy	Male	22.01.2020
4	Seema Samal	Female	16.01.2020
5	Biswajit Behera	Male	16.01.2020
6	Rajalaxmi Pati	Female	16.01.2020
7	Mitrabhanu Pradhan	Male	16.01.2020
8	Chandan Dash	Male	16.01.2020
9	Subrajit Beura	Male	16.01.2020

[Quoted text hidden]

ApMoSys HR <hr@apmosys.in>
To: Placement IGIT <placement@igitsarang.ac.in>

Fri, Oct 18, 2019 at 4:53 PM

Dear Sir,

Please find attached herewith the offer letters of the selected students of **IGIT**.

Below mentioned is the Annual CTC break up for student's reference -

Particulars	Amount
Basic Salary	15,200
HRA	300
Conveyance	0
Medical Allowance	0



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान
नागपुर (भारत)

संजीब परिडा

को एतद् द्वारा अभिषद की अनुशंसा पर आज गुरुवार दि. 15 सितंबर 2022 को
कंप्यूटर एडेड डिज़ाइन एवं कंप्यूटर एडेड मैन्युफेक्चरिंग
में संस्थान की मुद्रांकित
प्रौद्योगिकी निष्णात उपाधि प्रदान करता है ।
इन्होंने विहित पाठ्यक्रम को
ग्रीष्म 2022 में पूर्ण किया एवं 10.00 के मापन पर
निर्धारित परीक्षाएं संचयी गुणवत्ता औसत निर्देशांक 8.00 के साथ उत्तीर्ण की हैं ।

**VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY
NAGPUR (INDIA)**

upon recommendation of the Senate hereby confers the degree of

Master of Technology in

Computer Aided Design & Computer Aided Manufacturing

on

Sanjeeb Parida

who has completed the prescribed course of study

in Spring 2022 with

Cumulative Grade Point Average (CGPA) 8.00 on a Scale of 10.00

Given this day, Thursday 15th September 2022

Given under the Seal of the Institute.

कुलसचिव
REGISTRAR

अध्यक्ष, अभिषद
CHAIRMAN, SENATE

अध्यक्ष, शासी मंडल
CHAIRMAN, BOARD OF GOVERNORS



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology, Inside Government Polytechnic Compound,
Chheharta, GT Road Amritsar- 143105, Phone: 0183-2820040

29-Jun-2021

To:
Dear ANSHUMAN SAHU

Re: Admission into the MBA-07 Program (2021-2023)

Congratulations! After your personal interview and a comprehensive review of your achievements, the Indian Institute of Management - Amritsar is pleased to offer you admission into the institute's MBA-07 Program 2021-23 batch.

This admission offer is valid subject to your fulfilling the requirements as mentioned in the **Appendix**. You are advised to carefully go through the Appendix and undertake appropriate measures to meet the requirements.

Before the admission can be finalized, you need to do a few things. You should log in to the IIM Amritsar online admission portal, download and review the admission offer letter, and accept the admission offer. You also need to pay the necessary fee so that the slot can be reserved for you. Please note that we accept the payments only through our admissions portal. The payment options (both online and offline) will be available to you when you log in to the portal and accept the admission.

In case you are eligible for any institute scholarship, the scholarship information and conditions of the scholarship will be available along with your admission offer letter.

The deadline for accepting this admission offer and paying the fee is 01-Jul-2021 05:00:PM. In case you do not accept the offer by the deadline, the offer will be automatically revoked. No late acceptance of the offer will be allowed, under any circumstances. Once you have accepted the admission offer and paid your fee, we will contact you about the next steps.

At IIM Amritsar, we provide holistic education where classroom instructions are supplemented through industry interaction, various conclaves, speaker series, participation in competitions, cultural activities, and several academic clubs. You are encouraged to visit our website and explore the student life, the clubs and the activities at IIM Amritsar.

Again, we extend our heartiest congratulations to you! We look forward to welcoming you to IIM Amritsar.

Sincerely,

A handwritten signature in blue ink that reads 'Pavneet' with a horizontal line underneath it.

Prof. Pavneet Singh
Chair - Admissions
Email: admissions@iimamritsar.ac.in

Appendix

Conditions of Acceptance-

1. In case you do not have your Bachelor's degree currently but have completed all the requirements and awaiting results, this admission is conditional upon your successful completion of the program and production of your completed degree/provisional certificates on or before December 15, 2021.
2. The admission is conditional upon verification of your academic and other credentials reported in your application. Any falsification of your credentials, academic or otherwise, will result in the revocation of your admission to the programme.
3. Once you join the institute, you agree to abide by the institute's rules and regulations as contained in our PGP manual, currently in vogue and which may be modified from time to time at the discretion of the institute.

General Information-

1. The institute does not recommend or endorse any bank for the educational loan. You may avail the loan from any bank, in case you choose to. The institute's bank accounts are held with Bank of Baroda and Canara Bank, which is for your information only.
2. If you have any questions or concerns about life at IIM Amritsar, you can get in touch with our Student Affairs Chair at the email address provided below-

Student Affairs Chair Email: studentaffairs.chair@iimamritsar.ac.in

DECLARATION: I have read the conditions of acceptance of this offer mentioned above. I accept the admission offer from IIM Amritsar, and agree to abide by the rules and regulations of IIM Amritsar.

Date: _____

Candidate's Signature



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

PROVISIONAL CERTIFICATE

For the Degree of

MASTER OF TECHNOLOGY

(Duration of the Programme : 2 years)

Certified that Tarakesh Dalabhera, Roll No.19MFE06012 of the School of Mechanical Sciences has successfully completed all the prescribed requirements for the degree of Master of Technology in

Manufacturing Engineering of this Institute, obtaining a CGPA 8.79/10 in the Session 2021-22.

Assistant Registrar(Academics)

Date of issue : April 13, 2022



N.B.: Validity of this Certificate will expire after the degree is awarded in the Convocation