



<b>CRITERION 3</b> <b>Research, Innovations and Extension</b>	<b>3.7 Collaboration</b>
<i>3.7.1 Details of collaborative activities for research, faculty exchange, student exchange, internship, on-the-job training, project work, etc. during the year</i>	

# **INTERNSHIP CERTIFICATES**

## **B.TECH. INFORMATION TECHNOLOGY**

### **2021-2022**



Sl. No.	Title of the collaborative activity	Name of the collaborating agency with contact details	Name of the participant
1.	Placement internship	Techgenzi	Pragadeeshraj V
2.	Placement internship	Vinsinfo	Agnes Cabrial J
3.	Placement internship	ZOHO	Ahamedasik A
4.	Placement internship	ZOHO	Arvind Krishna S A
5.	Placement internship	Uram technologies	Balamurugan S
6.	Internship	Phoenix Softech	Brentha S
7.	Internship	Phoenix Softech	Divya Dharshini R
8.	Placement Internship	Xcel-corp	Geetha M
9.	Internship	Phoenix Softech	Geetha S
10.	Internship	Phoenix Softech	Janani M
11.	Internship	Phoenix Softech	Kamalambika K
12.	Internship	Phoenix Softech	Karthika B
13.	Placement Internship	CTS	Mathar Sikkandar A
14.	Internship	Phoenix Softech	Mohammed Umar Yashik R
15.	Placement internship	Taurus hard soft solutions pvt.limited	Monal Marliya R A
16.	Placement internship	CTS	Princy Jessica M
17.	Placement internship	Aspire systems	Santhosh Ranjan S
18.	Placement internship	Zuci Systems	Aruna R
19.	Placement internship	Techmahindra	Arunachalam S
20.	Placement internship	Capgemini	Bhojan Kumar Cr
21.	Placement internship	Capgemini	Dhinesh S
22.	Placement internship	CTS	Diwaahar R
23.	Placement internship	Thirdware Technical Services	Keerthika R
24.	Placement internship	NU Information Technologies Pvt Ltd,	Keerthana.P
25.	Placement internship	CTS	Keerthika R
26.	Placement internship	Capgemini	Logesh Pandi C
27.	Placement internship	CTS	Mahesh Babu S K
28.	Placement internship	CTS	Manimeenakshi T
29.	Placement internship	TechMahindra	Premkumar G
30.	Placement internship	Great innovus	Rajalakshmi R
31.	Placement internship	Great innovus	Abu Bakkar Umar K
32.	Placement internship	Great innovus	Divya Bharathi P
33.	Placement internship	Great innovus	Madhan Kumar S
34.	Placement internship	Great innovus	Muthupandi M
35.	Placement internship	Great innovus	Sheik Mohamad R
36.	Placement internship	CTS	Seethalakshmi N

Date: 28-April-2022

Dear PRAGADEESHRAJ V

It has been a pleasure interacting with you during selection process. Congratulations & welcome to TechGenzi family.

We are pleased to offer you the employment with TechGenzi Private Limited, your expected starting date will be **23-May-2022** and you will be reporting to company designate. You will be asked to sign non-disclosure and confidentiality agreement at the beginning of your employment. You will be starting your bootcamp sessions from **09-May-2021** towards brushing up your skills, gearing up for your individual final year project, and be ready for your internship. Following are the terms of your employment.

**Place of work:** Base location - Coimbatore (Address: 90, Raja Annamalai Road, Ramachandra Layout, Saibaba Colony, Coimbatore, Tamil Nadu 641011). Initial training at Coimbatore and the location can be at Coimbatore or in any of the Technical Hub (Madurai/Trichy/Virudhunagar/Tirunelveli)

**Position:** Full time

**Compensation:**

Designation	Duration from date of joining	CTC (Per month)	CTC (per annum)	Percentage hike
Intern	First 3 months or till the final year course completion	INR 10,000/-	INR 1.2L	-
Engineer Trainee	Next 9 months	INR 15,000/-	INR 1.8L	50%
Software Developer	Next 12 months	INR 20,000/-	INR 2.4L	33.33%
	The pay revision is based on market and performance. The amount is prorated depending on your joining date. The Company reserves the right to review, alter, or amend the plan at any time			

Note: **You shall be using your own laptop as BYOD (Bring your own device)**

General Terms:

- You are expected to comply strictly with company policies and principles.
- The first hundred and eighty days (180) of employment shall constitute a probationary period during which period the employer may, in its absolute discretion, terminate the Employee's employment, without assigning any reasons and without notice or cause. After the end of the probationary period, the employer may decide to confirm the employment of the employee, in its sole discretion
- You are expected to be flexible to take any assignments per project needs from time to time and also the relevant assignments from its group of companies, as applicable
- All reasonable expenses arising out of employment shall be reimbursed assuming that the same have been authorized prior to being incurred and with the provision of appropriate receipts

- e) The Employee shall not take up part-time or full-time employment or consultation with any other party or be involved in any other business during the term of his/her employment with the Company
- f) In the event that the Employee is absent from work due to sickness or injury, he/she will follow the Leave Policy and inform the designated person as soon as possible and will provide regular updates as to his/her recovery and as far as practicable will inform the designated person of the Employer of his/her expected date of return to work
- g) You shall serve the company for a minimum of 18 months in case of failure, you shall bear all expenses incurred by the company and repay to the company the amount INR 1, 50,000/-. (One lakh and fifty thousand only). This 18-month duration of service from the date of joining (inclusive of the internship & engineer training period).
- h) All the company assets to be handled properly and the individually assigned assets are to be returned upon relieving of all duties due to resignation, retirement, termination or otherwise.
- i) All the Governing law and arbitration is under Bangalore jurisdiction.

Termination of Employment: We shall be entitled to terminate your services by giving at any time one month notice in writing or salary in-lieu thereof. We shall be entitled to terminate your services without any notice or salary in-lieu thereof in the event of you neglecting company interest or misconduct yourself in any way in relation to company affairs or otherwise, and company decision in this behalf shall be conclusive and binding on you.

If you agree to accept this offer, please sign and return one copy of this letter to us. We would like to have your response by **05-May-2022**. In the meantime, if you have any questions regarding employment policies / procedures, please feel free to contact us.

We look forward to have you as part of TechGenzi Team.

Designated Signatory



Lakshman Babu

Director, TechGenzi Private Limited

-----  
I accept the above offer

Signature:

Name:

Date:

OLI/2022/1753

21-Mar-2022

**Agnes cabrial J**

**B.Tech IT**

**Sethu Institute of Technology - Virudhunagar**

---

Dear Agnes cabrial J

### **Congratulations!**

Further to our Offer of Appointment for the position of Associate Developer and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship with us for **a period of 3 months**, starting **4<sup>th</sup> April 2022**.

During this internship period, you will be provided with a stipend of **INR 15,000** per month. It will be paid every month after the applicable Tax Deduction at Source (TDS).

The Internship is a pre-requisite skill development program offered by VINSINFO only for the campus recruits. The successful completion of internship will form a critical part of your employment with VINSINFO. You will have to sign up the minimum service agreement while joining the rolls of VINSINFO as per your Offer Letter.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions and hands on exercises. There will also be series of discussions, quizzes, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship will be monitored through assessments.

### **Internship Terms & Policy**

- ✓ The Internship work timings will be for 9 hours per day (9am to 6pm) from Monday through Friday
- ✓ You will be required to attend the internship at the below address  
VINSINFO PRIVATE LIMITED  
Nisha Anand Complex  
#80/96 Chamiers Road,  
Teynampet, Chennai – 600018.
- ✓ Interns are covered under VINSINFO calendar holidays, and you would need to adhere with minimum attendance requirements. Prior request and approvals are must towards any unavoidable leave or break during the internship program.
- ✓ You will be provided minimum leave for your academic requirements such as exams / assessments / project review / project viva. with a request e-mail approval from your college.
- ✓ You are expected to complete the theory exams and project work as per schedule to join the rolls of VINSINFO.

- ✓ VINSINFO has strict POSH (Prevention of Sexual Harassment at workplace) policies in place and you are expected to adhere to it.
- ✓ There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- ✓ You would be required to ensure timely completion and submission of assignments and preparation required prior to the skill development program sessions.

At the time of your joining for the internship, you will be required to sign a Non-Disclosure Agreement (NDA), with the company. During the course of your Internship and after completion of the same, you are required to maintain confidentiality with respect to company proprietary information or products that you access or come into contact with, during your Internship period and at all times as per the NDA. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of joining.

- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- PAN Card
- Aadhar Card
- Personal individual bank account (for processing stipend)

Please do not hesitate to call us for any information you may need.

For VINSINFO



Authorized Signatory

I have read and agree to the terms and conditions above. I will join the internship on 04-Apr-2022.

Signature:		
Name:	Agnes cabrial J	Date: Mar 21 2022



Date: 22-Jan-2022

To

**Mr.AHAMEDAASIK A,**  
NO 2/77 MIDDLE STREET,,  
THIRUVEDAGAM,  
MADURAI-625234,TAMIL NADU.

Dear **Mr.AHAMEDAASIK A,**

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)** per month as a consolidated amount.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be observed as an employee of Zoho as **MEMBER TECHNICAL STAFF**. Salary will be decided at that time based on your performance.

**This offer is subject to the following terms and conditions.**

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.
2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.
3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.
4. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.
5. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.



## VALIDITY

This Project Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **29-Jan-2022**. Your signature indicates your acceptance of the terms and conditions of this offer.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,  
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail  
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature: *AhamedAasik*

Date of Offer acceptance: 22 Jan 2022

Name : AhamedAasik A

Place : Madurai







Plot 140-151, Estancia IT Park, Vallancheri,  
Chengalpattu District, Tamilnadu, 603202  
Ph: +91-44-67447070  
www.zohocorp.com  
SEZ Unit

Date: 22-Jan-2022

To

Mr. ARVIND KRISHNA S A,  
NO 9 MEENAKSHI PURAM,  
4TH STREET KAMARAJAR SALAI,  
MADURAI-625009, TAMIL NADU.

Dear Mr. ARVIND KRISHNA S A,

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)** per month as a consolidated amount.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be observed as an employee of Zoho as **MEMBER TECHNICAL STAFF**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.
2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.
3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.
4. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.
5. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.

**Registered Office**

185, Third Main Road, Natesa Nagar  
Virugambakkam Chennai 600 092 TN India  
+91 44 4910 2200  
CIN U72900TN2010PTC077255

February 22, 2022

Dear Balamurugan S,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as a "Associate Technical Consultant". We at Vuram are keen on providing an excellent environment for work, a great learning environment, a friendly workplace, an organization driven by its values and principles. We work together to deliver the highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and submitted by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,

**Prabhavathi Macheri Shanker**  
Director, Vuram





PHOENIX SOFTECH

## *Internship Certificate*

*This is to certify that*

*S. BRENTHA*

*Student of B.Tech. (Information Technology) from*


*Sethu Institute of Technology, Kariapatti*

*has done her Internship Training in*

*Java Programming*

*From* 26-07-2021 *to* 11-08-2021

03/08/2021  
*Dated*

  
*Authorized Signatory*



PHOENIX SORTECH

## *Internship Certificate*

This is to certify that

**R. DIVYA DHARSHINI**

Student of B.Tech. (Information Technology) from

Sethu Institute of Technology, Kariapatti

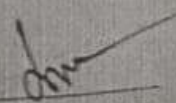
has done her Internship Training in

Mobile App Development using Android

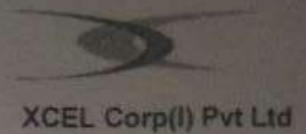
From 26-07-2021 to 11-08-2021

03/08/2021

Dated

  
Authorized Signatory

Regd: XSC Techsol Pvt Ltd  
Prince Info Park, Bldg B, 5th Floor  
81B, 2nd Main Road  
Ambattur Industrial Estate  
Chennai - 600058 TN (India)  
www.xcelcorp.com  
hrindia@xcelcorp.com



**GRADUATE TRAINEE OFFER**

Date: 06-04-2022

Ref: GRADUATE ENGINEERING TRAINEE

Ms. Geetha M

9/125, Gowsalya Nagar, Pandalgudi - 626113,

Aruppukottai, Virudhunagar District.

6379628745 / ge2042001@gmail.com

Dear Ms. Geetha M,

We are pleased to offer you the position of GRADUATE ENGINEERING TRAINEE in the grade A1 - L1 with effect from 06-04-2022 up on successful completion of the training. A revised employment offer will be issued to you on the date of conversion from the status of trainee to employee of XCEL Corp India and you will be eligible for full time salary and other benefits as outlined in the employment offer letter.

During this training period, you will be provided extensive training on live project for deeper learning. All other terms and conditions in the "Employment Agreement Contract with twenty four months service up on completion of the training program" will be enforced from the date of execution of this offer letter.

Yours Sincerely

For XCEL Corp (I) Pvt. Ltd.  
(XSC Techsol Pvt Ltd)

A handwritten signature in blue ink, appearing to read "Ajith", is written over a circular blue ink stamp.

XSC Techsol Pvt Ltd  
Authorized Signatory  
06-04-2022

Accepted and Agreed

A handwritten signature in blue ink, appearing to read "Geetha", is written.

Ms. Geetha M  
06-04-2022





PHOENIX SOFTECH

## *Internship Certificate*

*This is to certify that*

**S. GEETHA**

*Student of B.Tech. (Information Technology) from*

*Sethu Institute of Technology, Kariapatti*

*has done her Internship Training in*

*Java Programming*

*From* **26-07-2021** *to* **11-08-2021**

**01/08/2021**

*Dated*

  
*Authorized Signatory*

No 208, II Floor, Goodshad Street, Madurai - 625 001.  
Phone: 0452-2343827, 2340078



PHOENIX SOFTECH

## *Internship Certificate*

*This is to certify that*

*M. JANANI*

*Student of B.Tech. (Information Technology) from*

*Sethu Institute of Technology, Kariapatti*

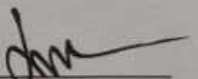
*has done her Internship Training in*

*Java Programming*

*From* 26-07-2021 *to* 11-08-2021

03/08/2021

*Dated*

  
*Authorized Signatory*



PHOENIX SOFTECH

## *Internship Certificate*

*This is to certify that*

*K. KAMALAMBIKA*

*Student of B.Tech. (Information Technology) from*

*Sethu Institute of Technology, Kariapatti*

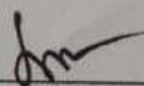
*has done her Internship Training in*

*Web Development using PHP*

*From 26-07-2021 to 11-08-2021*

03/08/2021

*Dated*

  
*Authorized Signatory*





PHOENIX SORTECH

## *Internship Certificate*

*This is to certify that*

*B. KARTHIKA*

*Student of B.Tech. (Information Technology) from*

*Sethu Institute of Technology, Kariapatti*

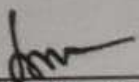
*has done her Internship Training in*

*Java Programming*

*From 26-07-2021 to 11-08-2021*

03/08/2021

*Dated*

  
*Authorized Signatory*



## Letter of Intent (LOI)

Superset ID: 1553118

November 10, 2021

Dear Mathar Sikkandar,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources



PHOENIX SOFTECH

## *Internship Certificate*

*This is to certify that*

*R. MOHAMMED UMAR YASHIK*

*Student of B.Tech. (Information Technology) from*

*Sethu Institute of Technology, Kariapatti*

*has done his Internship Training in*

*Programming in Java*

*From 15-12-2021 to 01-01-2022*

*01/01/2022*  
*Dated*

*dr*  
*Authorized Signatory*





## TAURUS HARD SOFT SOLUTIONS PVT. LTD.

05.02.2022

### Sub: Internship Confirmation Letter

Dear Monal Marliya,

With reference to your Intern application, we are glad to inform you that you have been selected for Internship in our Organization. You are requested to report to our office on 15<sup>th</sup> February 2022.

The Internship period will be for three months.

For Taurus Hard Soft Solutions Pvt Ltd





## Letter of Intent (LOI)

Superset ID: 1385888

November 10, 2021

Dear Princy M,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link:

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

**Maya Sreekumar**

**Vice President - Human Resources**



December 27, 2021

Mr. Santhosh Ranjan S  
Sethu Institute of Technology

Dear Santhosh Ranjan,

**SUB: Our offer for the position of Trainee**

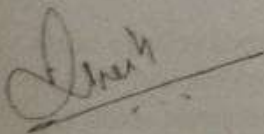
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training will be done virtually as the Covid situation continues and your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and once the situation becomes normal, you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your total Cost-to-Company (CTC) will be revised to **Rs.3.60 Lakhs Per Annum**. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

**For Aspire Systems (India) Private Limited**



**Dinesh Kumar T.K.**  
Vice President  
[dinesh.kumaran@aspresys.com](mailto:dinesh.kumaran@aspresys.com)

I hereby accept the offer.

Signature : *Santhosh Ranjan S*  
Name : Santhosh Ranjan S  
Date : 28/12/21



14<sup>th</sup> November 2021

Aruna R

**Subject: Letter of Offer and Terms of Internship**

Dear Aruna,

**Welcome to Zuci Family!!**

We are pleased to confirm our offer of Internship to you for the position of **Trainee** with "**Zuci Systems (India) Private Limited (Company)**". Should you choose to accept this Offer, You shall be required to join the services of our organization on **01<sup>st</sup> December 2021** and your internship period would be **6 Months**. During your internship period, you shall be compensated with **Rs. 8,000** per month.

On satisfactory completion of your internship, you shall become a part of our regular rolls. During the internship period, if your conduct or behavior is not satisfactory, your services shall be terminated with immediate effect. You are expected to submit the documents mentioned in **Annexure A** during your time of joining.

During your internship, you may come across confidential business information. By accepting this internship employment offer, you acknowledge that you must adhere to the Company's confidentiality policy. In addition, upon conclusion of your internship, you must return all company-owned property, equipment, and documents, including electronic mail or other information.

Please return one copy of this appointment letter duly signed by you.

With Warm Regards,

**For Zuci Systems (India) Private Limited**

**Accepted,**

**Punitha Nagarajan**  
**Head – Talent Acquisition**

**Signature**



No.11, Rattha Tek Towers, Rajiv Gandhi Salai  
OMR, Thoraipakkam, Chennai - 600097.



info@zucisystems.com  
www.zucisystems.com



**US : +1 (214) 230-9824**  
**INDIA : +91 (44) 49525020**

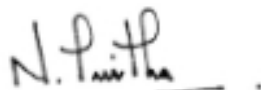
## Annexure A

You are obligated to produce the photocopies and originals of the following documents during your time of joining:

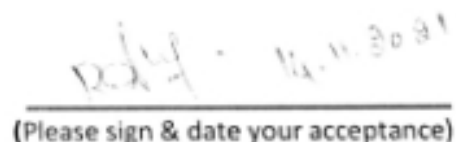
1. 10<sup>th</sup>, 12<sup>th</sup>, Graduate/ Post Graduation/ Diploma certificate or equivalent and attested mark sheet of final semester
2. Certificate of any other additional qualification
3. Service certificates from previous employer(s) and relieving letter from the last employer
4. Last salary certificate and salary slip of last 3 months
5. Two copied of Address proof (either Aadhar/ Driving License/ Voters ID)
6. Know Your Customer (KYC) documents:
  - a. Identity Proof: PAN Card or if applied for PAN card, the temporary number (application number)
  - b. Aadhar Card or if applied, provide the copy of acknowledgement slip with temporary enrolment number.
  - c. Cancelled Cheque leaf or Bank Passbook photocopy (HDFC or any bank)
7. Passport
8. 3 Passport Size Color photographs (Recent photo in formals with white background)

For Zuci Systems (India) Private Limited

Accepted,

A handwritten signature in black ink, appearing to read 'N. Punitha'.

**Punitha Nagarajan**  
Head – Talent Acquisition

A handwritten signature in black ink, followed by the date '14.11.2021' written in a similar style.

(Please sign & date your acceptance)







14<sup>th</sup> November 2021

Aruna R

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

Dear Aruna,

**Welcome to Zuci Family!!**

Congratulations! We are pleased to confirm our offer of employment to you with **"Zuci Systems (India) Private Limited (Company)"** as **Software Engineer**. This offer is conditional upon completion of satisfactory references, review of past employment and educational records.

The terms of your employment with the Company are listed below. These terms may be modified pursuant to changes in the Company policy updated from time to time.

**Annual CTC:** Your total Cost to Company (CTC) will be **INR 3,00,000 (Three Lakh Rupees Only)** per annum. The salary structure is described in the Salary stack-up sheet (**Annexure A**). Any other remuneration, prerequisites or benefits extended to you shall be at the Company's sole discretion. All remuneration payable to you may be subject to income tax deduction at source wherever applicable and to any statutory deductions that may be applicable.

**Other Benefits:** You will be eligible for:

- a. Leave and holidays as applicable to your category and location of posting.
- b. Group Mediclaim Policy covers an amount of INR 3,00,000.

The emphasis in our journey together will be aligned to our Core Values **"Enable, Empower and Exemplify"**, and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintaining a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience and perspectives of each employee that makes us successful. We are confident that Zuci and you will make a great team.



No.11, Rattha Tek Towers, Rajiv Gandhi Salai  
OMR, Thorapakkam, Chennai - 600097.



info@zucisystems.com  
www.zucisystems.com



US : +1 (214) 230-9824  
INDIA : +91 (44) 49525020



**We are proud to welcome you as a Zucian, and wish you a long, productive, and satisfying career at Zuci Systems!**

Please note that as a standard organizational procedure we carry out stringent background verification check. The process for the same will be initiated along with the acceptance of this offer. Your joining and the subsequent appointment will be contingent upon successful completion of the background check process. You are concurring to the above said clause by accepting this offer.

**Increment and Promotions:** Your growth will depend solely on your performance and contribution to the Company. Changes in your compensation are at the Company's discretion and will be subject to and based on your effective performance and other relevant criteria on an annual basis.

**Retirement:** You shall retire in the normal course from your services of the company on attaining the age of superannuation that is on the first working day following your 60<sup>th</sup> birthday or earlier if you are found to be medically unfit.

**Probationary Period:** You will be on probation for a period of three months. At the end of the probation period your performance will be reviewed, and the management reserves the right to confirm your services or extend the probation period. Your services may be terminated without any notice during probation period. During probationary period, you will be required to serve a notice period of one month prior to your date of leaving the company. On satisfactory completion of probation, you shall become a part of our regular rolls.

**Notice Period/Termination:**

- a. Post confirmation, you will be required to serve a **notice period of three months** prior to your date of leaving the company. Please be informed that these terms will remain applicable throughout your tenure with the company.
- b. We hope your association with us will be a very long one. However, this association may be terminated by either party giving three months' notice. In the event of willful neglect of your duties, breach of trust, reasonable suspicion, gross indiscipline, inefficiency, serious dereliction of duties or any other misconduct that may be prejudicial to the interests of the company, the company has the discretion to



No.11, Rattha Tek Towers, Rajiv Gandhi Salai  
OMR, Thoraipakkam, Chennai - 600097.



info@zucisystems.com  
www.zucisystems.com



US : +1 (214) 230-9824  
INDIA : +91 (44) 49525020



terminate your services immediately or with notice and without any notice pay whatsoever.

**Travel:** You may have to undertake short term business travel and by accepting the offer you would also be confirming that you are willing to undertake any travel as required by the company.

**Medical Fitness:** By accepting this offer there is an implicit confirmation by you that you are medically fit to effectively perform the job for which you are employed or for any other assignment that may be given to you from time to time. You may be called upon to undergo medical examinations as the management may deem necessary. In the event the examination reveals any ailment including physical or mental impairment that (1) prevents or hinders you from performing your assignment effectively or (2) could put the health of other employees at risk, the same shall be reasonable ground to discharge your services with immediate effect without any compensation or notice.

**Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund both Employer and Employee share will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax etc. shall be made from your salary as applicable.

**Exams and Courses:** In case you intend to take up any fulltime/part-time course while working with Zuci which requires your absence or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

**Company provided assets:** You may be provided with various types of company/customers provided asset, access, documents etc. to enable you to fulfill the requirements of your project/assignment/role. Such assets are strictly intended for the official purposes and shall be used only by you and never be handed over to anyone under any circumstances without prior written approval from HR Manager.

Your employment shall be governed by the agreement entered between you and the Company. The rules and regulations of the services of the company that are in force may be



framed, amended, altered, or extended from time to time and they shall govern you in the same form as and when altered or amended.

I hereby acknowledge and agree that the Company shall invest substantially in the training and overall development of the Employee, and in consideration of the same, I hereby agree that my employment shall subsist, and I shall not terminate this Agreement for a period of 3 years from date of joining unless this Agreement is terminated in terms of this Agreement.

I acknowledge and agree that in the event I terminate this Agreement before expiry of the said period of 3 years from date of joining, I shall serve a notice of 3 months in advance with the Company and pay an amount of **INR 1,50,000 (One Lakh Fifty Thousand Rupees Only)**, equivalent to 6 months gross salary.

Submitting true copies of all your scholastic/academic and extra-curricular attainments along with the documents as described in **Annexure B** will be communicated in due course during the time of joining.

Please return one copy of this appointment letter duly signed by you.

With Warm Regards,

**For Zuci Systems (India) Private Limited**

**Punitha Nagarajan**  
**Head - Talent Acquisition**

I agree to the terms and conditions of the above mentioned Zuci's Employment Offer and shall report to work on \_\_\_\_\_.

**Signature of the candidate**



No.11, Rattha Tek Towers, Rajiv Gandhi Salai  
OMR, Thoraipakkam, Chennai - 600097.



info@zucisystems.com  
www.zucisystems.com



US : +1 (214) 230-9824  
INDIA : +91 (44) 49525020

## ANNEXURE A

Name	Aruna R
Designation	Software Engineer
Department	Digital Engineering
Date of Joining	01-Jun-2022, Wednesday

Cost To Company (CTC)		
	25000	300000
Components	Monthly Amount	Annual Amount
<b>EARNINGS</b>		
Basic Salary	12500	150000
HRA	6250	75000
Special Allowance	3849	46185
<b>TOTAL FIXED EARNINGS</b>	<b>22599</b>	<b>271185</b>
<b>RETIREMENT BENEFITS</b>		
Provident Fund Employer	1800	21600
Gratuity	601	7215
<b>TOTAL</b>	<b>2401</b>	<b>28815</b>
<b>TOTAL CTC</b>	<b>25000</b>	<b>300000</b>

BASKET OF ALLOWANCES	
Food Coupon	Rs.26,400 per annum
Car Fuel and Maintenance	Rs.1,800 per month
Telephone Reimbursement	Rs.36,000 per annum
Car Lease	Maximum of 2% (per month) of car market price.



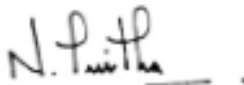
## Annexure B

**You are obligated to produce the originals and soft copies of the following documents during your time of joining:**

1. 10<sup>th</sup> & 12<sup>th</sup> Marksheet
2. Graduate/ Post Graduation/ Diploma - Degree certificate or Consolidated Marksheet or Provisional Certificate along with TC
3. Certificate of any other additional qualification
4. Service certificates from previous employer(s) and relieving letter from the last employer
5. Last salary hike letter and salary slip of last 3 months
6. Aadhar Card or if applied, provide the copy of acknowledgement slip with temporary enrolment number.
7. PAN Card or if applied for PAN card, the temporary number (application number)
8. Passport copy (Both Front & Back) and Visa copy (if valid visa available)
9. Cancelled Cheque Leaf or Passbook Xerox Copy (Only if HDFC bank)
10. 3 Passport Size Color photographs (Recent photo in formals with white background)

**For Zuci Systems (India) Private Limited**

**Accepted,**

A handwritten signature in black ink, appearing to read "N. Punitha", followed by a horizontal line.

**Punitha Nagarajan**  
**Head - Talent Acquisition**

A handwritten signature and the date "14.11.2021" in black ink.  

---

**(Please sign & date your acceptance)**

2053513 / ELTP-CAMPUS / 2022

08-Apr-2022

**Subject: Letter of Intent**

**Dear Arunachalam,**

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.
- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - C** for breakup of your intended Annual Salary package.
- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, ( Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.





Tech Mahindra Limited  
Infocity, Hitech City Layout,  
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363  
Fax: +91 40 2311 7011

Registered Office:  
Gateway Building, Apollo Bunder  
Mumbai 400 001, India.  
[www.techmahindra.com](http://www.techmahindra.com)  
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on [Campusjoining@techmahindra.com](mailto:Campusjoining@techmahindra.com)

This Letter of Intent shall cease to be valid on **07-Oct-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,  
**For Tech Mahindra Limited,**

A small rectangular box containing a handwritten signature in blue ink that reads 'R. Krishna'.

**Krishna Ramaswamy**

**Head - Resource Management Group**



## **Annexure A**

### **Learning and Certification**

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use [tmlfh.udemy.com](https://tmlfh.udemy.com) link.

Detailed learning instructions will be communicated separately.

<b>Category</b>	<b>Udemy Course Name</b>	<b>Course Duration (in Hrs)</b>
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

### Annexure B

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>260000</b>
<b>Components of Total Cost to Company</b>	<b>INR. (Per Annum)</b>
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
<b>Flexible Components of TFP ^</b>	<b>12787</b>
<b>Total Fixed Pay (Per Annum)</b>	<b>223482</b>
Total Variable Pay (TVP) (Per Annum) (*)	24831
<b>Total....(A)</b>	<b>248313</b>
<b>Additional Benefits....(B)</b>	<b>11687</b>
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAL)	7387
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>260000</b>
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
<b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -	
<b>i) Gratuity</b> : As per Payment of Gratuity Act	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>Rs. 20 lakhs</b> to the beneficiary on the unfortunate death of the associate	
<b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>Rs. 3 lakhs</b> (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>Rs. 2 lakhs</b> .	
<b>c) Group Personal Accident Insurance (GPAL) coverage:</b> You would be enrolled under the Company's GPAL scheme with a cover of upto <b>Rs. 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.	

### Annexure C

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>325000</b>
<b>Components of Total Cost to Company</b>	<b>INR. (Per Annum)</b>
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
<b>Flexible Components of TFP ^</b>	<b>28428</b>
<b>Total Fixed Pay (Per Annum)</b>	<b>280985</b>
Total Variable Pay (TVP) (Per Annum) (*)	31221
<b>Total.....(A)</b>	<b>312206</b>
<b>Additional Benefits....(B)</b>	<b>12794</b>
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAL)	7387
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>325000</b>
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
<b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -	
<b>i) Gratuity</b> : As per Payment of Gratuity Act	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>INR 20 lakhs</b> to the beneficiary on the unfortunate death of the associate	
<b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>INR 3 lakhs</b> (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>INR 2 lakhs</b> .	
<b>c) Group Personal Accident Insurance (GPAL) coverage:</b> You would be enrolled under the Company's GPAL scheme with a cover of upto <b>INR 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.	



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1880536**

## **Letter of Intent ("LOI")**

Dear Bhojan CR,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1880536**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1880536**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1880536**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

This is a system generated document and does not need a signature

---

## ANNEXURE 1

### **Bhojan CR Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi  
Head - Fresher Hiring**

This is a system generated document and does not need a signature

---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1368557**

## **Letter of Intent ("LOI")**

Dear Dhinesh S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1368557**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1368557**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1368557**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

This is a system generated document and does not need a signature

---



## ANNEXURE 1

**Dhinesh S**

**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

This is a system generated document and does not need a signature

---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

# Cognizant

## Letter of Intent (LOI)

Superset ID: 1389607

November 10, 2021

Dear Diwaahar R,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources



**March 15, 2022**

**Ms Keerthana Ragavanth  
Chennai**

**Internship Letter**

We congratulate you for going through multiple assessments and being selected in the interview process conducted by Thirdware for the freshers drive. It is our great pleasure to offer you an Internship for the position of Software Engineer at Thirdware Tehnical Services - (A Div of Thirdware Solution Limited). We welcome you to be a part of Thirdware team and to experience an environment of mutual learning and growth. Listed below are the terms and conditions of the Internship as agreed upon.

1. The Internship will be effective from the date of joining i.e., March 21, 2022.
2. You will be required to follow direction of the Training Manager/Reporting Manager.
3. You will observe all applicable rules, regulations, instructions, procedures and directives of the Organization as laid down in the Employee Handbook.
4. Your monthly compensation during the Internship period will be INR 20,000. This does not include taxes and you will be required to submit your monthly approved timesheet along with an invoice to claim your Internship stipend. There are no benefits during the Internship period including paid leave and health insurance.
5. During your Internship period, in case you are absent from work without prior intimation, you will be entitled for loss of pay. Moreover if you are absent from work without prior information for 3 or more days, Thirdware reserves the right to terminate the internship with immediate effect
6. You will refrain from any conduct that would adversely reflect on the Thirdware Technical Services - (A Div of Thirdware Solution Limited) or on the receiving department/office and will not engage in any activity which is incompatible with the aims and objectives of the Thirdware Technical Services - (A Div of Thirdware Technical Services)
7. During your internship period, you may be entrusted with confidential information with regard to the Company and/or its affiliates, its customers and suppliers. You shall maintain confidentiality of all such information and without obtaining written consent of the Company, shall not disclose any such confidential information with anybody.
8. At any point of time during the Internship, either Thirdware or you, can terminate the Internship, with or without cause upon one months advance notice. Also Thirdware reserves the right to terminate this Internship immediately and without advance notice in the event you commit an act constituting misconduct.
9. Upon successful completion of your Engineering degree and submission of Provisional Certificate and Consolidated mark sheet to HR, your Internship will be converted into Employment via Appointment Letter. You will then be eligible for an Annul Compensation of INR 4,00,000 and various other benefits as an Employee of the Company. We are expecting that you will be able to provide the mentioned documents latest by December 15, 2022.

**Thirdware Technical Services**

(A Div of Thirdware Solution Limited)

9F1 & 9F4, Block 10, DLF IT Park, Shivaji Garden, Nandambakkam Post, Ramapuram, Mount  
Poonamallee Road, Chennai- 600089, India  
CIN: U72900MH1995PLC089765



10. If, for any reason you are unable to clear your exams, you have responsibility of informing the HR immediately. In such instance, the Internship will be terminated with immediate effect. Any delay from your side in communicating the same will be treated as misconduct.

Please feel free to contact us if you have any questions. We look forward to having you onboard and wish you a successful career at Thirdware Technical Services - (A Div of Thirdware Technical Services)

**For Thirdware Technical Services  
(A Div of Thirdware Solution Limited))**

Sincerely

DS  
S

DocuSigned by:

Vijay Krishnan  
9BE5C6496194488...

**Vijay Krishnan**  
Senior Vice Presiden – Global Shared Services

DocuSigned by:

Keerthana Ragavanath  
6C6CD1C74F49440...

**Keerthana Ragavanth**

**Thirdware Technical Services**

(A Div of Thirdware Solution Limited)

9F1 & 9F4, Block 10, DLF IT Park, Shivaji Garden, Nandambakkam Post, Ramapuram, Mount  
Poonamallee Road, Chennai- 600089, India  
CIN: U72900MH1995PLC089765



## **Internship Letter**

**NUIT/Chennai  
22-Nov- 2021**

**P. Keerthana  
B5/5, New Police Quarters,  
TSP 6<sup>th</sup> Battalion  
Madurai- 625014**

Dear P.Keerthana,

In reference to your application we would like to congratulate you on being selected for internship with **NU Information Technologies Pvt Ltd**, based at Tisel Bio Park Limited, Taramani/Remote. Your training is scheduled to start effective **1<sup>st</sup> December 2021** for a period of 6 months. All of us at **NU Information Technologies Pvt Ltd** are excited that you will be joining our team!

We are pleased to provide opportunity as **paid Voluntary Software Engineer - Trainee** and your position would carry a Stipend value of **Rs. 10,000/- per month (If Remote) or Rs.15,000/- Per Month (If In-Person)** inclusive of TDS.

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class. You must be ready to learn any technologies based on the requirements.

### **Terms & Conditions:**

- During the training period, the candidates will ensure to have their own machines ready for training and lab purposes. They will also need to ensure, they have faster and stable internet connectivity.
- It will be 6 days' work week starting from Monday to Saturday. Work timings will be from 9am to 7pm.
- Unnecessary leaves is not be entertained and emergency leaves alone will be taken into consideration.
- All required documents as discussed during the day of placements will need to be submitted on the start week of internship.
- All people undergoing internship will not be entitled for companies benefits until you become a full time employee. Trainees will have to be flexible and be available throughout the day for training sessions.
- In case of Identifying poor performance during the training period, Company will terminate you immediately and at the same time your offer letter also will be invalid.

**NU Information Technologies Pvt Ltd**

Tisel Bio Park Limit, Phase-II, Module-903, CSIR Road Taramani, Chennai-600103 Ph: +91-44-22542000  
[www.nutechnologyinc.com](http://www.nutechnologyinc.com)



The project details and technical platform will be shared with you on or before commencement of training.

**You should report for training at the following address:**

NU Information Technologies Pvt Ltd, Ticel Bio Park Limited, Phase-II,  
9th floor, Module-903, No: 5, CSIR Road, Taramani, Chennai-600113.

Contact Person: AISWARYA GEORGE - HR Recruiter

Again, congratulations and we look forward to working with you.

Note: If Covid-19 effects continues, The Internship/Training will be held by remote.

Yours sincerely,  
for **NU Information Technologies Pvt Ltd,**

DocuSigned by:  
Krishnamoorthi K.S. 11/25/2021  
CC7F6CEC2C554F8...

**Krishnamoorthi K S**  
Director – India Operations

I accept the above Internship letter

DocuSigned by: 11/25/2021  
D0D14B9C4E55431...

**P. Keerthana**

**Post your internship you will be on the rules of NU permanent employee and will be governed by the rules as stated in the job offer letter NUIT-121/2022 dated 25<sup>nd</sup> November 2021.**

**NU Information Technologies Pvt Ltd**

Ticel Bio Park Limit, Phase-II, Module-903, CSIR Road Taramani, Chennai-600103 Ph: +91-44-22542000  
www.nutechnologyinc.com



# Cognizant

## Letter of Intent (LOI)

Superset ID: 1439103

November 10, 2021

Dear keerthika R,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1443519**

## **Letter of Intent ("LOI")**

Dear Logesh Pandi.C,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1443519**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1443519**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1443519**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

This is a system generated document and does not need a signature

---

## ANNEXURE 1

**Logesh Pandi.C**  
**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

This is a system generated document and does not need a signature

---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

# Cognizant

## Letter of Intent (LOI)

Superset ID: 1355832

November 10, 2021

Dear MAHESH S K,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar

Vice President - Human Resources



**13-Jan-2022**

Manimeenakshi T  
B.Tech Information Technology  
Sethu Institute of Technology, Kariapatti

**Dear Manimeenakshi T,**

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar  
**Vice President - Human Resource**

I accept the terms and conditions of the internship program as mentioned above.

**Signature:**

**Date:**

2053512 / ELTP-CAMPUS / 2022

08-Apr-2022

**Subject: Letter of Intent**

**Dear Premkumar,**

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.
- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - C** for breakup of your intended Annual Salary package.
- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, ( Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.





Tech Mahindra Limited  
Infocity, Hitech City Layout,  
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363  
Fax: +91 40 2311 7011

Registered Office:  
Gateway Building, Apollo Bunder  
Mumbai 400 001, India.  
[www.techmahindra.com](http://www.techmahindra.com)  
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on [Campusjoining@techmahindra.com](mailto:Campusjoining@techmahindra.com)

This Letter of Intent shall cease to be valid on **07-Oct-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,  
**For Tech Mahindra Limited,**

A small rectangular box containing a handwritten signature in blue ink that reads 'R. Krishna'.

**Krishna Ramaswamy**

**Head - Resource Management Group**

## **Annexure A**

### **Learning and Certification**

Selects to learn the below UdeMy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use [tmlfh.udemy.com](https://tmlfh.udemy.com) link.

Detailed learning instructions will be communicated separately.

<b>Category</b>	<b>UdeMy Course Name</b>	<b>Course Duration (in Hrs)</b>
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7



### Annexure B

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>260000</b>
<b>Components of Total Cost to Company</b>	<b>INR. (Per Annum)</b>
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
<b>Flexible Components of TFP ^</b>	<b>12787</b>
<b>Total Fixed Pay (Per Annum)</b>	<b>223482</b>
Total Variable Pay (TVP) (Per Annum) (*)	24831
<b>Total....(A)</b>	<b>248313</b>
<b>Additional Benefits....(B)</b>	<b>11687</b>
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAL)	7387
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>260000</b>
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
<b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -	
<b>i) Gratuity</b> : As per Payment of Gratuity Act	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>Rs. 20 lakhs</b> to the beneficiary on the unfortunate death of the associate	
<b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>Rs. 3 lakhs</b> (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>Rs. 2 lakhs</b> .	
<b>c) Group Personal Accident Insurance (GPAL) coverage:</b> You would be enrolled under the Company's GPAL scheme with a cover of upto <b>Rs. 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.	

### Annexure C

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>325000</b>
<b>Components of Total Cost to Company</b>	<b>INR. (Per Annum)</b>
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
<b>Flexible Components of TFP ^</b>	<b>28428</b>
<b>Total Fixed Pay (Per Annum)</b>	<b>280985</b>
Total Variable Pay (TVP) (Per Annum) (*)	31221
<b>Total.....(A)</b>	<b>312206</b>
<b>Additional Benefits....(B)</b>	<b>12794</b>
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>325000</b>
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
<b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -	
<b>i) Gratuity</b> : As per Payment of Gratuity Act	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>INR 20 lakhs</b> to the beneficiary on the unfortunate death of the associate	
<b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>INR 3 lakhs</b> (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>INR 2 lakhs</b> .	
<b>c) Group Personal Accident Insurance (GPAI) coverage:</b> You would be enrolled under the Company's GPAI scheme with a cover of upto <b>INR 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.	

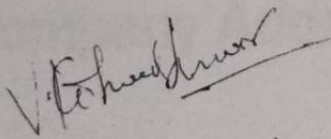
03-Apr-2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the below mentioned students of Sethu Institute of Technology in final year B.Tech/BE (IT/CSE) are undergoing internship in our organization for the period of 6 months, starting from 16<sup>th</sup> March 2022 to 30<sup>th</sup> September 2022.

S.No	Name	Register Number	Department
1	Rajalakshmi R	2018108047	B.Tech IT
2	Abu Bakkarumar K	2018108001	B.Tech IT
3	Divya Bharathi P	2018102047	B.E CSE
4	Madhan Kumar S	2018102082	B.E CSE
5	Muthupandi M	2018102307	B.E CSE
6	Sheik Mohamad R	2018102310	B.E CSE

With Best Wishes



Kishorekumar V  
HR Manager



**13-Jan-2022**

N Seethalakshmi  
B.Tech Information Technology  
Sethu Institute of Technology, Kariapatti

**Dear N Seethalakshmi,**

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

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

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar  
**Vice President - Human Resource**

I accept the terms and conditions of the internship program as mentioned above.

**Signature:**

**Date:**