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assignment



**ASSIGN
BUSTER**

Offer: Computer Consultancy Ref: TCSL/CT20110464775/Kolkata Date: 28/09/2011 Ms. Saumya Nolasname Sector 12/A, Qr. No. 1593, Bokaro , Bokaro Steel City-827012 Jharkhand Tel# 91-6542259780 Dear Saumya Nolasname, Sub: Letter of Offer Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer. This offer is based on your profile and performance in the selection process. You have been selected for the position of Assistant System Engineer-Trainee in Grade Y.

Your gross salary including all benefits will be `3, 16, 387/- per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Variable Allowance becoming effective upon successful completion of the Initial Training Programme. Kindly confirm your acceptance of this offer online through the option ' Accept Offer letter'. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. TCS Confidential TCSL/CT20110464775 1 COMPENSATION & BENEFITS BASIC SALARY You will be eligible for a basic salary of `9, 700/- per month. BOUQUET OF BENEFITS (BoB) Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below.

The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the “ Employee Self Service” link on “ Ultimatix”, the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines. 1. House Rent Allowance (HRA) Your HRA will be `3, 880/- per month.

While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA. 2.

Conveyance Allowance You will be eligible for a conveyance allowance of `800/- per month. 3. Leave Travel Allowance You will be eligible for annual Leave Travel Allowance which is equivalent to one month’s basic salary or pro-rata amount, in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents. . Sundry Medical Reimbursement You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for `6, 000/- per annum, or a pro-rata amount in case you join TCS Confidential TCSL/CT20110464775 2 during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable. 5. Food Coupons You will be eligible for food coupons of `500/- per month. . Personal Allowance You will

be eligible for a monthly personal allowance of `2, 880/- per month. This component is subject to review and may change as per TCSL's compensation policy. VARIABLE COMPENSATION Variable Pay/Allowance Upon Successful completion of the Initial Training Programme as set out herein below, you will receive a Variable Pay/Allowance of `5, 500/- per month, of which `4, 950/- will be paid to you on a monthly basis. The remaining amount would be paid at the closure of each quarter based on the actual Company performance during the quarter.

The Variable Pay/Allowance is subject to review and may undergo a change based on the actual performance of the Company and unit and your own ongoing individual performance. This allowance is payable based on the Company's productivity/performance, and as such shall be treated as productivity bonus in lieu of statutory profit bonus. OTHER BENEFITS Health Insurance Scheme TCSL extends the Basic Health Insurance cover to you under the company's health insurance policy. You have an option to cover your family and dependants, as per applicable premium charges.

TCS Confidential TCSL/CT20110464775 3 The features of the Policy are:
Hospitalization Coverage Domiciliary/Dental Expenses Coverage for
Dependant Parents Upto `45, 000/- per beneficiary Upto `5, 000/- per
annum, per beneficiary covered under Domiciliary/Dental Expenses On
payment of full premium, dependant parents are covered under the Health
Insurance Scheme as per applicable premium. You will be covered under
Higher Hospitalization of `500, 000/- per family on payment of applicable
premium plus service taxes. Higher Hospitalization Coverage

Loans You will be eligible for loans, as per TCSL's loan policy. **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)** You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/loans in accordance with the Rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy. **RETIRALS Provident Fund** You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act. **TCS Confidential TCSL/CT20110464775 4 Gratuity** You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972. **TERMS AND CONDITIONS 1.**

Aggregate Percentage Requirements Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final semester without any pending arrears/back logs during the entire course duration. As communicated to you through various forums during the recruitment process your appointment is subject to completion of your course within the stipulated time as specified by TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment in case any discrepancy is found in the details submitted by you. 2. Disclaimer Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview.

In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment. 3. Training Period You will be required to undergo class room and on the job training in the first twelve months (including the Initial Training Period as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you. This confirmation will be communicated to you in writing. If your performance is found TCS Confidential TCSL/CT20110464775 5 nsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith. However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy.

TCSL reserves the right to modify or amend the training policy. If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time. . Mobility TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

7. Increments and Promotions Your performance and contribution to TCSL will be an important consideration for salary TCS Confidential TCSL/CT20110464775 6 increments and promotions.

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

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

9. Confidentiality Agreement As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property

rights and business information of TCSL and its clients. 0. Service Agreement As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL `50, 000/- towards the training expenditure. 11. Overseas Deputation/International Assignment Agreement If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s.

In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

TCS Confidential TCSL/CT20110464775 7 12. Terms and Conditions The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments. 13. TATA Code of Conduct You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL. 14. Notice Period TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year.

No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL `50, 000/- in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No. 10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period. 15.

Retirement You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining. 16.

Pre-employment Medical Certificate You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of M. B. B. S. , to the Induction co-ordinator. TCS Confidential

TCSL/CT20110464775 8 17. Employment of Non Indian Citizens In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India. 18. Background Check Your association with TCSL will be subject to a background check in line with TCSL's background check

policy. A specially appointed agency will conduct internal and external background checks.

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

19. Submission of Documents At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification. – Permanent Account Number (PAN) Card. You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary. Standard X and XII Mark sheets – Degree certificate and mark sheets for all semesters – Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate) – Birth Certificate/Proof of Age – Work permit and/or any other documentation as prescribed by Government of India – Passport – 6 photographs – Medical Certificate – An affidavit/notarised undertaking stating: *There is no criminal offence registered/pending against you *There is no disciplinary case pending against you in the university *If you were employed, a formal release letter from your previous employer The original documents will be returned to you after verification. TCS Confidential TCSL/CT20110464775 9 20. Initial Training Programme On joining TCSL, you will be given the benefit of formal and on the job training (“ Initial Training Programme”) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL

and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals.

This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you. As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth. 21. Letter of Appointment You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy. 22.

Rules and Regulations of the Company Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. TCS Confidential TCSL/CT20110464775 10 23. Compliance to all clauses You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter at its sole discretion. We look forward to having you in our global team. Yours Sincerely, For TATA Consultancy Services Limited K. Sudeep Head Talent Acquisition - India Encl: Annexure 1: Gross Salary Sheet Annexure 2: List of TCSL Centers TCS Confidential TCSL/CT20110464775 11 GROSS SALARY SHEET

Name Designation Institute Name Saumya Nolasname Assistant System Engineer-Trainee Annexure 1 Sikkim Manipal Instt Of Technology, Rangpo – East Sikkim Table 1: Compensation Details (All Components in INR)

Component Category	1) Fixed Compensation	Basic Salary	Bouquet Of Benefits	#	9, 700	9, 368	1, 16, 400	1, 12, 420	Monthly	Annual	2) Variable Compensation	** Monthly Variable Allowance	Quarterly Variable Allowance*						
4, 950	550	59, 400	6, 600	3) Annual Components/Retirals	Health Insurance	Provident Fund	Gratuity	Total of Annual Components & Retirals	NA	1, 164	467	1, 631	26, 199	2, 000	13, 968	5, 599	21, 567	3, 16, 387	TOTAL GROSS #

Refer to Table 2 for TCS defined Structure.

In case, you wish not to restructure your BoB, TCS defined Structure as given in Table 2 will be applicable. **The Variable Compensation is applicable upon successful completion of the Initial Training Programme. * Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Training Programme. Table 2: TCS defined structure for BoB (All Components in INR)

Component Category	House Rent Allowance	Conveyance Allowance	Leave Travel Assistance	Sundry Medical Reimbursement	Food Coupons	Personal Allowance	Monthly	3, 880	800	808	500	500	2, 880	9, 368	Annual	46, 560	9, 600	9, 700	6, 000	6, 000	34, 560	1, 12, 420	GROSS BOUQUET OF BENEFITS
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