



RSET's

Ghanshyamdas Saraf  
**college of arts & commerce**

OFFICIAL  
COMMUNICATION  
FROM THE EMPLOYER  
  
2019-2020

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## Placement Progress Report - Saraf College Batch 1

1 message

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**Sneha Ratnani** <sneha.ratnani.tns@gmail.com>

Thu, Mar 19, 2020 at 11:14 AM

To: mamta.chhajer@sarafcollege.org

Cc: Neha Anand <nanand@tns.org>, Hiloni Shukla <shuklah@tns.org>, Steffi Cherian <scherian@tns.org>, Lisha Das Sivadasan <lsivadasan@tns.org>

Dear Ma'am,

Please find attached the placement progress report for Ghanshyamdas Saraf College of Arts & Commerce - Batch 1 trained students from TechnoServe. The format for this report is the same as last year.

Total Number of students placed is 47 out of 50.

Additionally, please find attached a PDF containing the names, stream and contact numbers of the students placed along with the name of the company they are selected in.

Please do share your feedback when possible.

Thank you for your continued support.

Best regards

**Sneha Ratnani**

EYL - TechnoServe India | [technoserve.org](https://technoserve.org)

B1-201 Centre Point | Opposite Bawla Masjid | 243-A N M Joshi Marg | Lower Parel (E) | Mumbai 400 013 | India

**Landline: +91 22 6128 3200 | Hand Phone: +91 9324245709**

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### 2 attachments



**TechnoServe Placement Report Saraf Batch 1.pdf**

128K



**Placed Students - Saraf Batch 1.pdf**

216K

## Report Ghanshyamdas Saraf College of Arts and Commerce

### Principal and Head Coordinators

#### Subject: Training Report 2019-20

Stream	Batch size	Date started	Date complete	Placed Number	Trainer
BAF, B.Com, BBI, BMS	50	23-07-2019	18-10-2019	47	Sneha R

Total **Placed students** through TechnoServe is 47.

#### **Summary of training:**

The students have completed 80-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. 80 hours of training was delivered in class and 40 hours of mandatory training is made available to students on TechnoServe's proprietary online learning platform. The students have also undergone individual counselling during the program, post training, pre-placement and also post placements.

#### **Summary of placements:**

Company Name	Number of students placed	Salary offered
Motilal Oswal Investment Services	11	1,85,000
HDB Financial Services (Mira Road)	21	2,00,000
Axis Bank	2	1,80,000 – 2,20,000
HDB Financial Services (Chandivali)	5	1,76,000
Andromeda	4	1,44,000 – 2,16,000
Synnex	1	2,04,000
Just Dial	2	1,76,000
Teleperformance	1	2,00,000
Self-Placed	0	
Total	47	

Note: Remaining students are continuing to receive updates about vacancies undergoing interview and placement processes.

Name	Stream	Contact Number	Company
Abhishek Rai	B.Com	7738484195	Motilal Oswal Investment Services
Aishwarya Kini	B.Com	8425060889	Andromeda
Amit Varma	BAF	8433792660	HDB Financial Services (Mira Road)
Amita Singh	BAF	9890770115	HDB Financial Services (Mira Road)
Ashish Rajauria	B.Com	8898152230	Teleperformance
Bhagyashree Chaudhary	BAF	9022641665	HDB Financial Services (Mira Road)
Boswina Gracias	B.Com	9820817361	HDB Financial Services (Mira Road)
Clarice Mendonsa	BBI	9021336916	Motilal Oswal Investment Services
Dharmesh Chauhan	BMS	8291643271	HDB Financial Services (Mira Road)
Dipeeka Kadam	B.Com	9892481621	HDB Financial Services (Mira Road)
Divyajyoti Pradhan	BBI	9167654737	HDB Financial Services (Mira Road)
Ganesh Korpe	B.Com	7715064365	Just Dial (Field Sales)
Hiral Shah	BBI	9137560452	Andromeda
Jayesh Vaishnav	BAF	7303885496	Motilal Oswal Investment Services
Kamaluddin Siddique	B.Com	9987565301	Motilal Oswal Investment Services
Kanchan Sawant	BBI	9930479594	Axis Bank
Kirti Rathod	BBI	9820724741	HDB Financial Services (Mira Road)
Mamtha Dadipally	BAF	9892802105	Motilal Oswal Investment Services
Nehazat Zaidi	BMS	9167176624	Andromeda
Nikita Kadam	BBI	9819306734	Andromeda
Nikita Upadhyay	BAF	9503568589	HDB Financial Services (Mira Road)
Nishita Singh	B.Com	9833685617	Motilal Oswal Investment Services
Nitish Sharma	BAF	7506308569	HDB Financial Services (Mira Road)
Niyati Nahar	BBI	9137828128	Axis Bank
Pooja Mohite	B.Com	9657067033	HDB Financial Services (Chandivali)
Pooja Yadav	BAF	8976441198	HDB Financial Services (Mira Road)
Prasad Tambe	B.Com	8767379044	HDB Financial Services (Mira Road)
Priyanka Gouda	BMS	8108484231	Synnex Group
Rahul Bhosale	B.Com	7715957563	Just Dial (Field Sales)
Rahul Gupta	B.Com	7021870931	HDB Financial Services (Mira Road)
Rana Ahmed	BAF	9082453442	Motilal Oswal Investment Services
Rishu Singh	BAF	8379903320	HDB Financial Services (Mira Road)
Sadhana Gupta	BAF	8767338876	HDB Financial Services (Chandivali)
Sadhana Jaiswal	B.Com	8425998287	HDB Financial Services (Mira Road)
Saloni Shirganoor	B.Com	9867345486	HDB Financial Services (Chandivali)
Sangeeta Swain	BAF	8793912180	Motilal Oswal Investment Services
Saurabh Vishwakarma	BMS	9082616635	HDB Financial Services (Mira Road)
Shital Nachare	B.Com	9819132432	HDB Financial Services (Mira Road)
Smit Thakkar	BMS	7798677839	HDB Financial Services (Mira Road)
Sonali Gawade	BMS	8976369368	HDB Financial Services (Chandivali)
Sunil Kumar Chandra	BMS	9284063448	HDB Financial Services (Mira Road)
Sushmita Poojari	B.Com	8451958664	Motilal Oswal Investment Services
Swati Pandey	BAF	8007142140	HDB Financial Services (Mira Road)
Tanmay Kumkar	B.Com	9004310007	HDB Financial Services (Mira Road)

Vandana Gond	BAF	8828450909	HDB Financial Services (Chandivali)
Yash Sadnani	BMS	9820888529	Motilal Oswal Investment Services
Yash Velamkar	B.Com	7977614584	Motilal Oswal Investment Services

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## Placement Progress Report - Saraf College Batch 2

1 message

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**Sneha Ratnani** <sneha.ratnani.tns@gmail.com>

Tue, Mar 17, 2020 at 4:37 PM

To: mamta.chhajer@sarafcollege.org

Cc: Neha Anand <nanand@tns.org>, Hiloni Shukla <shuklah@tns.org>, Steffi Cherian <scherian@tns.org>, Lisha Das Sivadasan <lsivadasan@tns.org>

Dear Ma'am,

Please find attached the placement progress report for Ghanshyamdas Saraf College of Arts & Commerce - Batch 2 trained students from TechnoServe. The format for this report is the same as last year.

Total Number of students placed is 43 and the total number of students shortlisted is 4.

Additionally, please find attached a PDF containing the names, stream and contact numbers of the students placed along with the name of the company they are selected in.

Please do share your feedback when possible.

Thank you for your continued support.

Best regards

**Sneha Ratnani**

EYL - TechnoServe India | [technoserve.org](https://technoserve.org)

B1-201 Centre Point | Opposite Bawla Masjid | 243-A N M Joshi Marg | Lower Parel (E) | Mumbai 400 013 | India

**Landline: +91 22 6128 3200 | Hand Phone: +91 9324245709**

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### 2 attachments



**TechnoServe Placement Report Saraf B2.pdf**

298K



**Saraf Batch 2 - Selected Students List.pdf**

180K

**Report Ghanshyamdas Saraf College of Arts and Commerce**  
**Principal and Head Coordinators**

**Subject: Training Report 2019-20**

<b>Stream</b>	<b>Batch size</b>	<b>Date started</b>	<b>Date complete</b>	<b>Placed Number</b>	<b>Trainer</b>
BAF, BBI, BMS, B.Com	54	22-01-2020	06-03-2020	43	Sneha R

Total **Placed students** through TechnoServe is 43.

**Summary of training:**

The students have completed 80-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. 80 hours of training was delivered in class and 40 hours of mandatory training is made available to students on TechnoServe's proprietary online learning platform. The students have also undergone individual counselling during the program, post training, pre-placement and also post placements.

**Summary of placements:**

<b>Company Name</b>	<b>Number of students placed</b>	<b>Salary offered</b>
Synnex Group	5	1,92,000 – 2,04,000
HDB Financial Services (Western Line)	4	2,01,432
ICICI Prudential	6	2,65,000
Andromeda	6	1,44,000 - 1,92,000
ICICI Lombard	5	1,62,000
HDB Financial Services (Chandivali)	10	1,76,400
Motilal Oswal Investment Services	1	2,00,000
i -Tech Solutions	6	1,20,000
<b>Total</b>	<b>43</b>	

Note: Remaining students are continuing to receive updates about vacancies undergoing interview and placement processes.

Student Name	Stream	Contact Number	Company
Akansha Lokhande	B.Com	8692873458	ICICI Prudential
Anita Gupta	B.Com	9137573949	ICICI Lombard
Ankita Gupta	BBI	9022811040	HDB Financial Services (Chandivali)
Asha Pathak	BBI	9987515261	ICICI Prudential
Divya Jain	BAF	7718910452	Synnex Group
Forum Barot	BBI	8850677081	i-Tech Solutions
Gazala Khan	B.Com	8779758490	Andromeda
Jali Maharana	BAF	9561694886	HDB Financial Services(Western Line)
Jaya Nirmal	B.Com	9137976806	HDB Financial Services (Chandivali)
Jeeva Govender	BBI	9702062606	Motilal Oswal Investment Services
Jyoti Pal	B.Com	8928471386	HDB Financial Services (Chandivali)
Jyoti Sethiya	B.Com	9833762870	Andromeda
Kajal Patwa	B.Com	8828726973	ICICI Prudential
Karan Handa	BBI	9763309124	Synnex Group
Komal Karnik	B.Com	9867520876	i-Tech Solutions
Madhuri Bagve	BBI	8689830924	HDB Financial Services (Chandivali)
Mamta Saw	BBI	8693816627	Andromeda
Mausam Jain	BAF	9004525182	ICICI Prudential
Muskan Ansari	B.Com	7710975878	ICICI Lombard
Muskan Khan	BBI	902476681	ICICI Lombard
Nandini Desai	BMS	7039452081	HDB Financial Services (Western Line)
Neha Chaudhary	BBI	7710918296	HDB Financial Services (Chandivali)
Nisha Dubey	B.Com	9930819280	i-Tech Solutions
Nitika Mishra	B.Com	9819939305	ICICI Lombard
Pankaj Rawal	BAF	9833277918	Andromeda
Pooja Gupta	BAF	9833305054	HDB Financial Services (Chandivali)
Priyanka Ghosh	BBI	9819613367	ICICI Lombard
Priyanka Kewat	B.Com	9326157221	HDB Financial Services (Chandivali)
Ratan Rajpurohit	B.Com	7757893603	Synnex Group
Ravina Rathod	B.Com	8169395166	ICICI Prudential
Sachin Yadav	BAF	9324553414	HDB Financial Services (Western Line)
Saloni Patil	B.Com	9004111314	HDB Financial Services (Chandivali)
Samiksha Kothari	BBI	9029655344	Synnex Group
Sangeeta Gupta	BAF	7303831766	Andromeda
Satvik Nalluri	B.Com	7021282906	ICICI Prudential
Shivani Shirgaonkar	BBI	8928732433	HDB Financial Services (Chandivali)
Shraddha Vaish	BBI	9373766024	HDB Financial Services (Western Line)
Shruti Jagtap	BBI	7678083832	HDB Financial Services (Chandivali)
Simran Tiwari	BBI	8208057983	i-Tech Solutions
Sonia Katare	BBI	9920232258	Synnex Group
Supriya Jha	B.Com	7304139267	Andromeda
Tina Suthar	B.Com	7715959233	i-Tech Solutions
Vanaja Nadar	B.Com	8898672710	i-Tech Solutions





## ICICI Prudential Life\_Campus Placements\_Batch 2020

3 messages

**Shipra Sinha /HR WE/ICICIPRU/Mum** <shipra.sinha@iciciprulife.com> Tue, Feb 4, 2020 at 3:37 PM

To: mamta7surana@gmail.com <mamta7surana@gmail.com>

Cc: Onika Shroff William /HR WE/ICICIPRU/Mum <onika.shroff@iciciprulife.com>, Pooja Kamat /HR WE/ICICIPRU/Mum <pooja.kamat@iciciprulife.com>, Priyanka Kumari /HR WE/ICICIPRU/Mum <priyanka.kumari@iciciprulife.com>, Anay Karande /EXT/HR WE/ICICIPRU/Mum <anay.karande@ext.iciciprulife.com>, Nidhi Gupta /EXT/HR WE/ICICIPRU/Mum <nidhi.gupta@ext.iciciprulife.com>, Pooja Pandya /EXT/HR WE/ICICIPRU/Mum <pooja.pandya@ext.iciciprulife.com>

Dear Mamta,

We have selected the below 6 students from today's campus placement drive.

1. Aditya Kudtarkar
2. Nayan Dama
3. Kartik Joshi
4. Harin Brahmbhatt
5. Nandini Desai
6. Anjali Gupta

Their joining will be given after their final semester exams.

Request you to ask them to complete their documentation till the time through a link which will be sent on their personal IDs as mentioned by them in their resumes submitted to us.

For any documentation related queries, the students can contact:-

Nidhi Gupta/Pooja Pandya-9702720631/8369646692

Warm Regards,

Shipra Sinha | Human Resources

**ICICI Prudential Life Insurance Co. Ltd.**

Mob: 9993756368

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"The information contained in this e-mail and any attachments to this message are intended for the exclusive use of the intended recipient and may contain proprietary, confidential or legally privileged information. If you are not the intended recipient, please note that you are not authorised to disseminate, distribute or copy this e-mail or any parts of it or act upon/rely on the contents of this e-mail in any manner. Please notify the sender immediately by e-mail and destroy all copies of this e-mail and any attachments. Please also note that ICICI Bank or its subsidiaries and associated companies, (collectively "ICICI Group"), are unable to exercise control or ensure or guarantee the integrity of/over the contents of the information contained in e-mail transmissions and that any views expressed in this e-mail are not endorsed by/binding on the ICICI Group unless the sender does so expressly with due authority of ICICI Group. Before opening any attachments please check them for viruses and defects and please note that ICICI Group accepts no liability or responsibility for any damage caused by any virus that may be transmitted by this email. Thank you for your cooperation."

---

**Mamta Surana** <mamta7surana@gmail.com>

Tue, Feb 4, 2020 at 3:41 PM

Draft To: Shipra Sinha /HR WE/ICICIPRU/Mum <shipra.sinha@iciciprulife.com>

Cc: Onika Shroff William /HR WE/ICICIPRU/Mum <onika.shroff@iciciprulife.com>, Pooja Kamat /HR WE/ICICIPRU/Mum <pooja.kamat@iciciprulife.com>, Priyanka Kumari /HR WE/ICICIPRU/Mum <priyanka.kumari@iciciprulife.com>, Anay Karande /EXT/HR WE/ICICIPRU/Mum <anay.karande@ext.iciciprulife.com>, Nidhi Gupta /EXT/HR WE/ICICIPRU/Mum <nidhi.gupta@ext.iciciprulife.com>, Pooja Pandya /EXT/HR WE/ICICIPRU/Mum <pooja.pandya@ext.iciciprulife.com>, Jayant Apte <Jayant.Apte@sarafcollege.org>, Bhavana Vaidya <bhavana.vaidya@sarafcollege.org>, Lipi Bhattacharya <Lipi.bhattacharya@sarafcollege.org>, anju vyas <vyas.anju13@gmail.com>, mansi\_bha <mansi\_bha@yahoo.com>, Swati Gattani <gattani.swati@gmail.com>

Thanks & Regards,

Mamta Chhajer

Assistant Professor & Co-ordinator - B.Com (A&F)

Ghanshyamdas Saraf College of Arts & Commerce

S.V. Road, Malad West - 400064

Contact No. 7506099905

Email id -[mamta.chhajer@sarafcollege.org](mailto:mamta.chhajer@sarafcollege.org)

On Tue, Feb 4, 2020, 3:37 PM Shipra Sinha /HR WE/ICICIPRU/Mum <[shipra.sinha@iciciprulife.com](mailto:shipra.sinha@iciciprulife.com)> wrote:

Dear Mamta,

We have selected the below 6 students from today's campus placement drive.

1. Aditya Kudtarkar

2. Nayan Dama
3. Kartik Joshi
4. Harin Brahmbhatt
5. Nandini Desai
6. Anjali Gupta

Their joining will be given after their final semester exams.

Request you to ask them to complete their documentation till the time through a link which will be sent on their personal IDs as mentioned by them in their resumes submitted to us.

For any documentation related queries, the students can contact:-

Nidhi Gupta/Pooja Pandya-9702720631/8369646692

Warm Regards,

Shipra Sinha | Human Resources

**ICICI Prudential Life Insurance Co. Ltd.**

Mob: 9993756368

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Thanks & Regards,

Mamta Chhajer  
Assistant Professor & Co-ordinator - B.Com (A&F)

Ghanshyamdas Saraf College of Arts & Commerce  
S.V. Road, Malad West - 400064

Contact No. 7506099905  
Email id -[mamta.chhajer@sarafcollege.org](mailto:mamta.chhajer@sarafcollege.org)

[Quoted text hidden]

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**Fwd: Saraf College - Shortlisted Students - Final Round - P3 Architectural Solutions**

1 message

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**Mamta Surana** <mamta7surana@gmail.com>  
To: Mamta Chhajer <mamta.chhajer@sarafcollege.org>

Tue, Feb 18, 2020 at 3:07 PM

Thanks & Regards,

Mamta Chhajer  
Assistant Professor & Co-ordinator - B.Com (A&F)

Ghanshyamdas Saraf College of Arts & Commerce  
S.V. Road, Malad West - 400064

Contact No. 7506099905  
Email id -[mamta.chhajer@sarafcollege.org](mailto:mamta.chhajer@sarafcollege.org)

----- Forwarded message -----

From: **Rupa Poojari** <[hr@pcubesolutions.com](mailto:hr@pcubesolutions.com)>  
Date: Tue, Feb 18, 2020, 12:30 PM  
Subject: Saraf College - Shortlisted Students - Final Round - P3 Architectural Solutions  
To: Mamta Surana <[mamta7surana@gmail.com](mailto:mamta7surana@gmail.com)>

Dear Mamta,

Greetings from **P<sup>3</sup>** Architectural Solutions!

We are pleased to inform you that out of 6 students who appeared for the final round of interview, 5 students has been selected, details are given below.

**1. Name - Pooja Ajaykumar Singh**  
**Designation - Showroom Coordinator**  
**Gross Salary - 198,000/- p.a.**  
**Date of Joining - 2nd May, 2020**  
Stream - B. Com  
Contact No. - 9867096144  
Email ID - [poojafriends1999@gmail.com](mailto:poojafriends1999@gmail.com)

**2. Name - Rabiya Nasar Khan**  
**Designation - Business Development Executive**  
**Gross Salary - 198,000/- p.a.**  
**Date of Joining - 2nd May, 2020**  
Stream - B. Com  
Contact No. - 8433677606/9619624634  
Email ID - [rbiyak893@gmail.com](mailto:rbiyak893@gmail.com)

**3. Name - Ritu Otarmal Parihar**  
**Designation - Business Development Executive**  
**Gross Salary - 198,000/- p.a.**  
**Date of Joining - 2nd May, 2020**  
Stream - BAF  
Contact No. - 8268781282  
Email ID - [pariharritu14@gmail.com](mailto:pariharritu14@gmail.com)

**4. Name - Sakshi Nityanand Tiwari**  
**Designation - Business Development Executive**  
**Gross Salary - 198,000/- p.a.**  
**Date of Joining - 2nd May, 2020**  
Stream - B. Com  
Contact No. - 8268309154/9594019921  
Email ID - [sakshitiwari161099@gmail.com](mailto:sakshitiwari161099@gmail.com)

**5. Name - Sanphi Santosh Pookodan**  
**Designation - Business Development Executive**  
**Gross Salary - 198,000/- p.a.**  
**Date of Joining - 2nd May, 2020**  
Stream - BMS  
Contact No. - 8108325240  
Email ID - [sanphisantosh@gmail.com](mailto:sanphisantosh@gmail.com)

As discussed with the students on the Final Round of interview, they need to sign a Bond of 1 year with us which they all have agreed to.

Among them, **Pooja Ajaykumar Singh & Sakshi Nityanand Tiwari** came to our Head Office based at Santacruz for completing the documentation.

I'm not being able to contact with the rest of the students.

I would request you to let me know the status of the students remaining for the documentation process.

Kindly revert in case of any further clarifications.

Thanks & Regards

**Rupa Poojari**

Human Resource Head - Pan India

Cell:- + 91-88796-56216



**Architectural Solutions**

**Registered Office Add.:**

Gala Nos. 27, 28,38 & 39, 2nd Floor, Shree Industrial Estate, 2nd Hasnabad Lane, Opp. Mamuji Chemist, Santacruz (W), Mumbai - 400 054.

T +91 22 2605 8659, 2648-7405 Website: [www.pcubesolutions.com](http://www.pcubesolutions.com)

**Our Showroom Address :**

**Team 7 Studio -**

Krishlin, 5th Floor, 10th Road,  
Next to IDBI Bank, JVPD Scheme,  
Mumbai - 400 049

**P<sup>3</sup> Studio -**

9B / 9K, Laxmi Industrial Estate,  
New Link Road, Versova,  
Andheri (W), Mumbai - 400 053

**Our Branch Offices : BANGALORE | DELHI | AHMEDABAD**

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## Fwd: PROPOSAL LETTER FOR CAMPUS RECRUITMENT

amit@markethubonline.in &lt;amit@markethubonline.in&gt;

Thu, Feb 13, 2020 at 6:47 PM

To: Mamta Chhajer &lt;mamta.chhajer@sarafcollege.org&gt;

Cc: Pranav Dhrafani &lt;pranav@markethubonline.in&gt;, PARTH DHRAFANI &lt;pdhrafani@markethubonline.in&gt;, smali@markethubonline.in

Dear Madam,

Find the below candidate list update with in Remarks, after complete exam in April month, then we will start second round for interview and on that time we will select and decide final offer with all clarity and explain to candidate and start process for joining as per selection.

Sr. No	NAME	CANDIDATE CONTACT NO	REMARKS
1	NISHA DUBEY	9930819280	SECOND INTERVIEW IN OFFICE
2	SANGEETA GUPTA	7303831766	SECOND INTERVIEW IN OFFICE
3	AARTI CHAURASIYA	6386421238	NOT SELECTED
4	MILAN JAIN	8976647189	SECOND INTERVIEW IN OFFICE
5	SUPRIYA JHA	7304139267/7208789291	DONE FOR THE JOB
6	ANAMMA DARI	8356093237	DONE FOR THE JOB
7	NIKITA MISHRA		NOT SELECTED
8	NEHA CHUDHARI	7710918296	SECOND INTERVIEW IN OFFICE
9	KAJAL PAL		NOT SELECTED
10	SONI GUPTA	808072322	SECOND INTERVIEW IN OFFICE
11	AFREEN SHAIKH	8928853919	SECOND INTERVIEW IN OFFICE
12	SAKSHI TIWARI	8268309154/9594019921	SECOND INTERVIEW IN OFFICE

13	ANJALI GUPTA		NOT SELECTED
14	SAUMYA PRABHU	9920182628	SECOND INTERVIEW
15	DURGESH MORYA	9136535470	SECOND INTERVIEW IN OFFICE
16	SHAILESH RAJPUROHIT	9769053105/9324371211	SECOND INTERVIEW IN OFFICE
17	GANESH NAGDA	9930695572	SECOND INTERVIEW IN OFFICE
18	NITISH SHARMA	7969490754/7506308569	SECOND INTERVIEW IN OFFICE
19	SUNIL KUMAR CHANDRA SE	9284063448/7559410445	SECOND INTERVIEW IN OFFICE
20	SAURABH VISHWAKARMA		NOT SELECTED
21	NIKHIL KOTIAN	9819345910	SECOND INTERVIEW IN OFFICE
22	MEHUL PUROHIT	8080817183	SECOND INTERVIEW IN OFFICE
23	JUGESH VISHWAKARMA	9619935722/9892089454	SECOND INTERVIEW IN OFFICE
24	SHUBHAM KHANDELWAL	9712168209	SECOND INTERVIEW IN OFFICE
25	BHAVESH JAIN	7798317445	SECOND INTERVIEW IN OFFICE
26	SAKSHI SUPUGADE	9619393110	SECOND INTERVIEW IN OFFICE
27	AKAMSHA TIWARI	9082523492	DONE FOR THE JOB
28	NEHA DAVE	9930445981	SECOND INTERVIEW IN OFFICE
29	POOJA YADAV		NOT SELECTED
30	SAIMA SHAIKH	7208903599	SECOND INTERVIEW IN OFFICE
31	KAVAR SONI		NOT SELECTED

[Quoted text hidden]

**From:** Mamta Chhajer [mailto:[mamta.chhajer@sarafcollege.org](mailto:mamta.chhajer@sarafcollege.org)]

[Quoted text hidden]

**Subject:** Re: PROPOSAL LETTER FOR CAMPUS RECRUITMENT

Dear Amit



In reference to the trailing email and our telephonic conversation, we would like to conduct Campus Placements by **Market Hub Stock Broking** on **February 13, 2020 at 10:30 a.m.**

Kindly confirm the same.

*Thanks & Regards,*

**Mamta Chhajer**

*Assistant Professor & Co-ordinator - BCAF*

**Ghanshyamdas Saraf College of Arts & Commerce**

**Contact No. 7506099905**

**E-mail - [mamta.chhajer@sarafcollege.org](mailto:mamta.chhajer@sarafcollege.org)**

**Website - [www.sarafcollege.org](http://www.sarafcollege.org)**



**Ghanshyamdas Saraf**  
**college of arts & commerce**  
EDUCATION EMPOWERS

RSET Campus, S.V. Road, Malad (West),  
Mumbai - 400064, Maharashtra, India  
Phone : +91 (22) 4520 7766  
Email : [info@sarafcollege.org](mailto:info@sarafcollege.org)  
Web : [www.rset.edu.in/gsc](http://www.rset.edu.in/gsc)

On Wed, Nov 27, 2019 at 1:36 PM Jayant Apte <[jayant.apte@sarafcollege.org](mailto:jayant.apte@sarafcollege.org)> wrote:

FYI

Regards

Dr. Jayant Apte

98211 25965

Principal

**Error! Filename not specified.**

**Error! Filename not specified.**

----- Forwarded message -----

[Quoted text hidden]

[Quoted text hidden]



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)

**Date: January 11, 2020**

**Ref No: HR/Campus/LO15717590/1**

**Mousmi  
Mumbai University**

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

With reference to your interview conducted by us at Saraswati College, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 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)

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head - Fresher Hiring**



## ANNEXURE 1

**Mousmi**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head - Fresher Hiring**

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

**Candidate Name:** Mousmi

**Date:** \_\_\_\_\_



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20195911137/Mumbai**  
**Date: 03/01/2020**

Ms. Mousmi Jitendra Dave  
308/ANavghar Road,  
Sai Baba Mandir,  
Mumbai-401105,  
Maharashtra.  
Tel# -

Dear Mousmi Jitendra Dave,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of **₹7,100/-** per month.

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**TCSL/DT20195911137**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: [www.tcs.com](http://www.tcs.com)

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

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



## **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 ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### **2. Leave Travel Allowance**

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

### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### **4. Food Card**

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

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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

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

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

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

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

### **Maternity Leave**

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

### **Loans**

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

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

You will become a member of the TWT, on completion of continuous association of one year

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**3**

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

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

### **RETIRALS**

#### **Provident Fund**

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

#### **Gratuity**

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

### **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

#### **2. Training Period**

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### **3. Working Hours**

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

### **4. Mobility**

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

### **5. Compensation Structure / Salary components**

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

### **6. Increments and Promotions**

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

### **7. Alternative Occupation / Employment**

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



## 8. Confidentiality Agreement

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

## 9. Service Agreement

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

## 10. Overseas International Assignment Agreement

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

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

## 11. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

## 12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

### **13. Notice Period**

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

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

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

### **14. 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.

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

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

### **16. 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.

### **17. Background Check**

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



## 18. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

\*PAN Card (Permanent Account Number)

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**Tata Consultancy Services Limited**

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

## **19. TCS Xperience Program**

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

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

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

## **20. 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.

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

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

## **22. Compliance to all clauses**

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



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Mousmi Jitendra Dave</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Ghanshyamdas Saraf College, Mumbai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

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

##Contribution towards Employees' State Insurance borne by TCS.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>



## Annexure 2

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





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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

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

## **3. Intellectual Property Rights**

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



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

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

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

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

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

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

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

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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



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

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





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20195885105/Mumbai**  
**Date: 03/01/2020**

Mr. Venkateshpathi Natarajan Ganapathi  
Samtha Welfare Society, Hnauman Galli No 17 Bhagat Singh Nagar No 1,  
Goregoan West,  
Mumbai-400104,  
Maharashtra.  
Tel# 91-9969588138

Dear Venkateshpathi Natarajan Ganapathi,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of **₹7,100/-** per month.

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

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



## **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 ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### **2. Leave Travel Allowance**

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

### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### **4. Food Card**

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

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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

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

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

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

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

### **Maternity Leave**

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

### **Loans**

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

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

You will become a member of the TWT, on completion of continuous association of one year

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**3**

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### **2. Training Period**

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### **3. Working Hours**

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

### **4. Mobility**

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

### **5. Compensation Structure / Salary components**

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

### **6. Increments and Promotions**

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

### **7. Alternative Occupation / Employment**

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



## 8. Confidentiality Agreement

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

## 9. Service Agreement

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

## 10. Overseas International Assignment Agreement

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

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

## 11. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

## 12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

### **13. Notice Period**

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

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

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

### **14. 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.

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

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

### **16. 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.

### **17. Background Check**

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



## 18. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

\*PAN Card (Permanent Account Number)

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

## **19. TCS Xperience Program**

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

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

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

## **20. 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.

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

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

## **22. Compliance to all clauses**

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

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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

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





## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Venkateshpathi Natarajan Ganapathi</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Ghanshyamdas Saraf College, Mumbai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

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

##Contribution towards Employees' State Insurance borne by TCS.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>



## Annexure 2

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



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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

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

## **3. Intellectual Property Rights**

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





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

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

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

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

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

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

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

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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



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

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





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)

**Date: January 11, 2020**

**Ref No: HR/Campus/LO15720124/1**

**Abhishek Sajanlal Gupta**  
**Ghanshyamdas saraf college of arts and commerce**

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

With reference to your interview conducted by us at Saraswati College, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 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)

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head - Fresher Hiring**



## ANNEXURE 1

**Abhishek Sajanlal Gupta**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head - Fresher Hiring**

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

**Candidate Name:** **Abhishek Sajanlal Gupta**

**Date:** \_\_\_\_\_



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)

**Date: January 04, 2020**

**Ref No: HR/Campus/LO15592962/1**

**Premdevi Rampal Kumawat  
Ghanshyamdas Saraf College**

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

Dear Premdevi Rampal Kumawat,

With reference to your interview conducted by us at **Birla College of Arts Science & Commerce**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 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.
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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)

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head - Fresher Hiring**



## ANNEXURE 1

**Premdevi Rampal Kumawat**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head - Fresher Hiring**

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

**Candidate Name:** Premdevi Rampal Kumawat

**Date:** \_\_\_\_\_



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20195889421/Mumbai**  
**Date: 03/01/2020**

Ms. Premdevi Rampal Kumawat  
Room No 603, G Wing ,Sonam Kaveri BuildingPhase -14,  
New Golden Nest,  
Thane-401105,  
Maharashtra.  
Tel# 91-9324003606

Dear Premdevi Rampal Kumawat,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of **₹7,100/-** per month.

**TCS Confidential**  
**TCSL/DT20195889421**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: [www.tcs.com](http://www.tcs.com)

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

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





## **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 ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### **2. Leave Travel Allowance**

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

### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### **4. Food Card**

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

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.



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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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

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

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

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

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

### **Maternity Leave**

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

### **Loans**

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

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

You will become a member of the TWT, on completion of continuous association of one year

**TCS Confidential**

**TCSL/DT20195889421**

**3**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: [www.tcs.com](http://www.tcs.com)

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

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



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### **2. Training Period**

You will be required to undergo class room and on the job training in the first twelve

**TCS Confidential**

**TCSL/DT20195889421**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

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

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



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### **3. Working Hours**

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

### **4. Mobility**

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

### **5. Compensation Structure / Salary components**

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

### **6. Increments and Promotions**

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

### **7. Alternative Occupation / Employment**

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



## 8. Confidentiality Agreement

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

## 9. Service Agreement

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

## 10. Overseas International Assignment Agreement

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

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

## 11. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

## 12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

TCS Confidential

TCSL/DT20195889421

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: [www.tcs.com](http://www.tcs.com)

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

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





day-to-day conduct as an associate of TCSL.

### **13. Notice Period**

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

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

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

### **14. 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.

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

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

### **16. 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.

### **17. Background Check**

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



## 18. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

\*PAN Card (Permanent Account Number)

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**TCSL/DT20195889421**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: [www.tcs.com](http://www.tcs.com)

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

## 19. TCS Xperience Program

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

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

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

## 20. 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.

## 21. Rules and Regulations of the Company

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

## 22. Compliance to all clauses

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

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Premdevi Rampal Kumawat</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Ghanshyamdas Saraf College, Mumbai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

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

##Contribution towards Employees' State Insurance borne by TCS.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>



## Annexure 2

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





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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

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

## **3. Intellectual Property Rights**

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



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

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

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

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

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

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

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

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

#### **8. No License**

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





## 9. Equitable Rights

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

## 10. General

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

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

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

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



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

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



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)

**Date: January 27, 2020**

**Ref No: HR/Campus/LO15841620/1**

**Deepak Ramujagar Maurya**  
**Ghanshyamdas Saraf college**

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

Dear Deepak Ramujagar Maurya,

With reference to your interview conducted by us at Ghanshyamdas Saraf college, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 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 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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.



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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com).

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head – Fresher Hiring**



## ANNEXURE 1

**Deepak Ramujagar Maurya**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head – Fresher Hiring**

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

**Candidate Name:** Deepak Ramujagar Maurya

**Date:** \_\_\_\_\_

Dear Mousin Mehmood Sayyed,

We hope you and your family are doing well and staying safe during these challenging times.

COVID-19 has impacted our lives along with businesses and economies, globally. In India and world over, amidst the uncertainty of the evolving situation, we continue to tune in to briefings from public health officials, listen for guidance from local governments, and seek to do all that we can to cope with our changing lives and work. In times that test us, it is natural to focus on what holds utmost importance and for us that has, and will always be, our employees, our clients and our communities. Infosys is doing all we can to ensure employee well-being and business continuity as we continue to deal with COVID-19 pandemic.

We want to assure you that we are working on the joining dates for all candidates who have been made an offer and will get in touch with you as soon as we have finalized them. We are committed to honoring the offer we have made to you on the basis of the information you have shared with us at the time of the selection process.

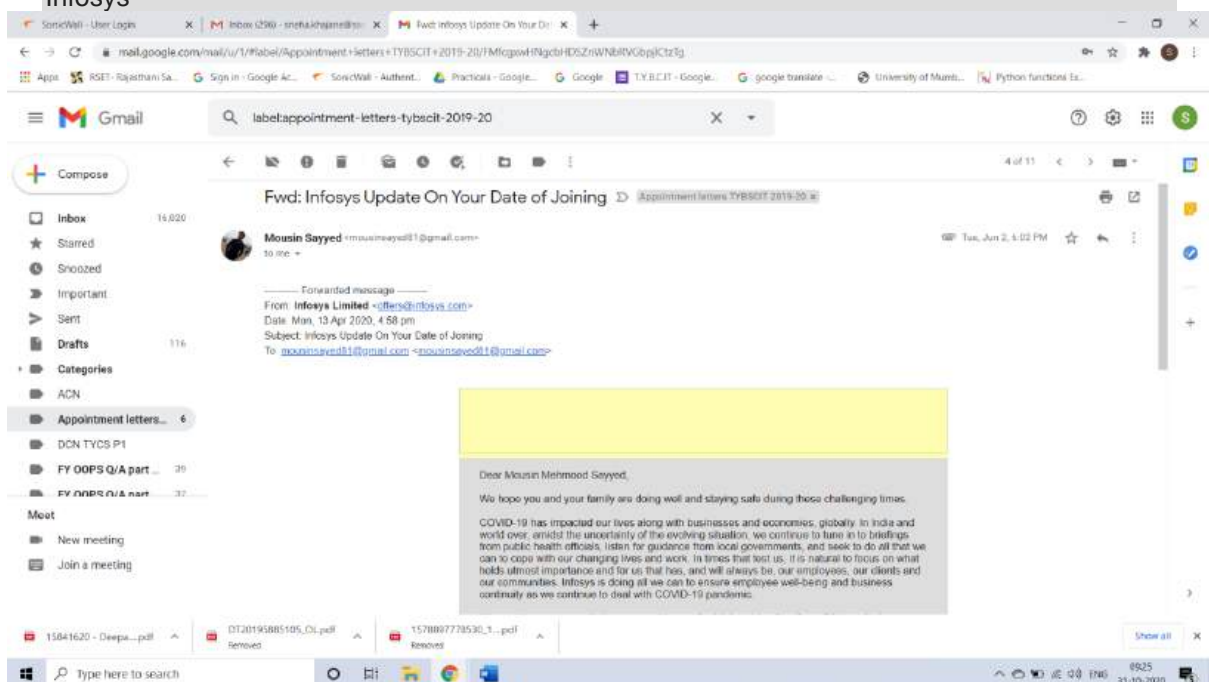
If you have any concerns or queries regarding your offer letter or date of joining, please do not hesitate to reach out to your placement office. Alternatively, you may write to us at [offer\\_update@infosys.com](mailto:offer_update@infosys.com).

We request your patience and faith.

Stay strong. Stay safe.

Warm regards,

Talent Acquisition  
Infosys





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

**Date: January 27, 2020**

**Ref No: HR/Campus/LO15841594/1**

**Shaikh Ifat Kausar Sherali**  
**Ghanshyamdas Saraf college**

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

Dear Shaikh Ifat Kausar Sherali,

With reference to your interview conducted by us at Ghanshyamdas Saraf college, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 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 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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.





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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com).

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head – Fresher Hiring**

## ANNEXURE 1

**Shaikh Ifat Kausar Sherali**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any Incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**



**Puneet Kumra**  
**Head – Fresher Hiring**

Signature: \_\_\_\_\_



**Candidate Name: Shaikh Ifat Kausar Sherali**

**Date: 1<sup>st</sup> February, 2020.**



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)

**Date: January 27, 2020**

**Ref No: HR/Campus/LO15841619/1**

**Rahul Yadav Umashankar**  
**Ghanshyamdas Saraf college**

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

Dear Rahul Yadav Umashankar,

With reference to your interview conducted by us at Ghanshyamdas Saraf college, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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.

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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, any time at our discretion, revoke this Letter of Intent.

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com).

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head – Fresher Hiring**



## ANNEXURE 1

**Rahul Yadav Umashankar**

**Associate and A3**

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**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head – Fresher Hiring**

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

**Candidate Name:** **Rahul Yadav Umashankar**

**Date:** \_\_\_\_\_



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)

**Date: January 27, 2020**

**Ref No: HR/Campus/LO15841614/1**

**Shivam Subhashchandra Yadav**  
**Ghanshyamdas Saraf college**

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

Dear Shivam Subhashchandra Yadav,

With reference to your interview conducted by us at Ghanshyamdas Saraf college, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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.

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We look forward to hear from you soon. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com).

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head – Fresher Hiring**



## ANNEXURE 1

**Shivam Subhashchandra Yadav**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head – Fresher Hiring**

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

**Candidate Name:** **Shivam Subhashchandra Yadav**

**Date:** \_\_\_\_\_



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

**Date: January 27, 2020**

**Ref No: HR/Campus/LO15841642/1**

**Revati Nivrutti Bagal**  
**Ghanshyamdas Saraf college**

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

Dear Revati Nivrutti Bagal,

With reference to your interview conducted by us at Ghanshyamdas Saraf college, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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.

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3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

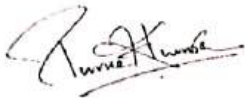
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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com).

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**



**Puneet Kumra**  
**Head – Fresher Hiring**

## ANNEXURE 1

**Revati Nivrutti Bagal**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any Incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**



**Puneet Kumra**  
**Head - Fresher Hiring**

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



**Candidate Name: Revati Nivrutti Bagal**

**Date:** 02 / 02 / 2020 .





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## Internship Letter

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**Vivek.Chaturvedi@kotak.com** <Vivek.Chaturvedi@kotak.com>

Tue, Dec 31, 2019 at 12:00 PM

To: mamta.chhajer@sarafcollege.org, shweta.rao@kotak.com, bhoomikagarg.bg2000.95@gmail.com

Cc: Placements@sarafcollege.org, Akanksha.Khanna@kotak.com, jayant.apte@sarafcollege.org, swati.chandak@sarafcollege.org, vyas.anju13@gmail.com

Dear Bhoomika,

Congratulations! I am very happy to share that you have been selected for the 6 months internship with us. PFA the internship letter. Wishing you the very best for the assignment.

For any clarifications, please get in touch with me or Shweta.

Warm Regards

Vivek Chaturvedi (Wholesale Business, KMBL)

Direct : 022 – 6166 1353

Mobile: 91082 91558

**From:** Mamta Chhajer <mamta.chhajer@sarafcollege.org>

**Sent:** 24 December 2019 16:17

**To:** Shweta Rao (Corporate, KMBL) <shweta.rao@kotak.com>

**Cc:** Placements Sarafcollege <Placements@sarafcollege.org>; Vivek Chaturvedi (Wholesale Business, KMBL) <Vivek.Chaturvedi@kotak.com>; Akanksha Khanna (Corporate, KMBL) <Akanksha.Khanna@kotak.com>; Jayant Apte <jayant.apte@sarafcollege.org>; Swati Chandak <swati.chandak@sarafcollege.org>; anju vyas <vyas.anju13@gmail.com>

**Subject:** Re: Internship Letter

**""The Sender of this email is from non Kotak domain""**

[Quoted text hidden]

[Quoted text hidden]





## Kotak Mahindra Bank

December 30, 2019

Name: Bhoomika Garg,

Sub: Appointment as an Intern

Dear Bhoomika,

We are happy to inform you that you have been selected as an Intern with Kotak Mahindra Bank Ltd.

The details of the training are as under:

Period of Training: January 06, 2020 to July 06, 2020

Stipend Amount: Rs. 12,000/-PM

Location of training: Mumbai

Address: Kotak Mahindra Bank Ltd, 27BKC, Plot No. C - 27, G Block, Mumbai -51

Project Name: Credit model monitoring

You shall be reporting to Vivek Chaturvedi for this project.

You shall during your internship with the bank and after termination thereof, maintain strict confidentiality with respect to the business, technical and such other information relating to the bank or its affiliates which becomes available to you in connection with this internship except that which is already in the public domain or that which the bank has specifically permitted in writing to be disclosed to others. We wish you all the very best.

All the modules or any other material created by you during your internship with the bank shall remain the property of the bank and no part of the module created by you should be distributed or transmitted in any form or by any means including electronic or mechanical methods to any third party without express written consent of the Bank. You are also prohibited from submitting, as part of the project report in college, the module or any part thereof. The confidentiality obligations of you shall survive the termination or expiry of this letter.

**Kotak Mahindra Bank Ltd.**

CIN: L65110MH1985PLC038137

Kotak Infiniti, Building No. 21,  
Zone 4, 2nd Floor, Infinity Park,  
Off Western Express Highway,  
General A K Vaidya Marg, Malad (East),  
Mumbai, Maharashtra 400097, India.

T +91 22 66056825  
F +91 22 67259071  
www.kotak.com

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.

HR/2019/ 1355497



Kotak Mahindra Bank

We wish you all the very best.

Yours faithfully,

For Kotak Mahindra Bank Ltd.

  
Shamee Raul

Chief Manager- Human Resources

Kotak Mahindra Bank Ltd.  
CIN: L65110MH1985PLC038137

Kotak Infiniti, Building No. 21,  
Zone 4, 2nd Floor, Infinity Park,  
Off Western Express Highway,  
General A K Vaidya Marg, Malad (East),  
Mumbai, Maharashtra 400097, India.

T +91 22 66056825  
F +91 22 67259071  
www.kotak.com

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.

HR/2019/ 1355492

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## Fwd: Internship - Australian Company

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**Mamta Chhajer** <mamta.chhajer@sarafcollege.org>

Fri, Feb 7, 2020 at 4:23 PM

To: Kirandeep Hundal <kiran@adaptassociates.com.au>

Cc: Anju Bohra <anju.bohra@sarafcollege.org>, Jayant Apte <jayant.apte@sarafcollege.org>, mehrabkhan9930@gmail.com, Swati Chandak <swati.chandak@sarafcollege.org>, mansi\_bha <mansi\_bha@yahoo.com>, Krupa Shah <krupa.shah@sarafcollege.org>, Geetika Ahuja <geetika.adapt@gmail.com>, Jeniffer Chawda <jeniffer.adapt@gmail.com>

Dear Kirandeep

We thank the team for coming down to our campus and offering our students the internship opportunity.

The shortlisted student Ms. Rana Ahmed will come to your office on Monday, February 10, 2020 at 11:30 a.m. for the second round of interview.

Thanks & Regards,

Mamta Chhajer

Assistant Professor & Co-ordinator - B.Com (A&F)

Ghanshyamdas Saraf College of Arts & Commerce

S.V. Road, Malad West - 400064

Website - [www.sarafcollege.org](http://www.sarafcollege.org)

Contact No. 7506099905

Email id -[mamta.chhajer@sarafcollege.org](mailto:mamta.chhajer@sarafcollege.org)

[Quoted text hidden]

## List of candidates from Saraf College Job Fair

1 message

Career Santa -2 <careersanta2@gmail.com>  
To: mamta.chhajer@sarafcollege.org

Wed, Feb 26, 21

Hello,

Greetings from CareerSanta,

Below are the list of Candidates from saraf college job fair

NAME	Qualification	Looking for	Years of Experience	Comments
Abbas Mohammed	Bcom	Banking, Accounts	More than 21 years	Very good
Zaker shaikh	Bcom	Finance, Banking	1.5	Good
Aditya Podar	Bcom	Accounts	6	Excellent- Pankaj P, V singhi
Shwaeta Bhat	Semi CA	Audit, Taxation		Pankaj P, V singhi
Naman Singhania	BMS	Business Development Execuytive	1.5	Edvantage
Husna Shaikh	CA	Audit, Taxation	0.5	Good
Chintan Mehta	Semi CA	Valuation, Audit, Taxation		Good
Dheer Mehta	Semi CA	Valuation, Audit, Taxation	8	Excellent- Pankaj P, V singhi
Neha Yadav	BBi	Accounts, Audit, Finance	0	Good- Pankaj P, V singhi
Jay Sagar	Bcom	Accounts, Audit, Tax	3	Good- Pankaj P, V singhi
Siddhesh Yadav	Bcom	Customer Service, Back Office	1.7	Good-Edvantage
Isha Jain	CA	Credit Profile, DT, IDT, Audit	0	Good
Pradeep Gidwani	MBA		16	Excellent
Sushmita Shetty	MBA		3	Good
Pragati Vishwakarma	Bcom	Accounts, Audit	2	Good- Pankaj P, Mazars
Lavanya Jose	MMS	Accounts, Finance, Valuation	0	Good- Pankaj P, V singhi
Ishita Saxena	Post Graduation in PR		5	Very good- Edvantage
Hrithik Pandey	Bcom Student	Internship		Federal Bank / Janaswamy- Selected
Sonal Gupta	Bcom Student	Internship		SCB / Janaswamy
Pooja Gupta	BAF Student	Internship		SCB / Janaswamy
Jaenelle Patil	BFM Student	Internship		SCB / Janaswamy
Sonia Shah	BFM Student	Internship		SCB / Janaswamy
Pallavi Nikam	Bcom Student	Internship		SCB / Janaswamy
Amirunnissa Bhat	BAF Student	Internship		SCB / Janaswamy
Kunj Savalia	BAF Student	Internship		SCB / Janaswamy
Vedita Shinde	BAF Student	Internship		SCB / Janaswamy
Hrutik Patil	BAF Student	Internship		SCB / Janaswamy
Riya Mehta	Bcom Student	Internship		SCB/ Janaswamy - Selected
Saurabh Sharma	BAF Student	Internship		SCB/ Janaswamy Selected & Confirmation Penc
Sruthi Menon	BFM Student	Internship		SCB / Janaswamy - Joined & Backed Out
Neha Vaidya	Bcom Student	Internship		SCB/ JanaswamyJoined & Backed Out
Sarvagya Jain	Bcom Student	Internship		SCB/ JanaswamyJoined & Backed Out
Aamir Hussain	Bcom Student	Internship		NR
Pranay Sakpal	BFM Graduate	Internship		NR
Jayesh Sharma,	BAF Student	Internship		NR
Amit Varma,	BAF Student	Internship		NR
Harsh Mehta	BAF Student	Internship		Backed Out
Vaishali Vishwakarma	Bcom Student	Internship		Backed Out
Suraj Suvarna	BBi Student	Internship		Backed Out
Mamata Saw	BBi Student	Internship		Backed Out
Rinaldi Pereira	BBi Student	Internship		Backed Out
Girish Suryavanshi	Bcom Graduate	Internship		Backed Out



TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Ms. Bhagyashree Devendra Chaudhary have gone through internship training from 4<sup>th</sup> Dec, 2019 to 03<sup>rd</sup> Jan, 2020.

During her internship, she has successfully understood the below work:

- 1) Filing system of professional firm
- 2) Understanding and feeding information in Credit Monitorry Arrangement (CMA) data of manufacturing industries
- 3) Assisting in Internal audit of school
- 4) Understanding core banking including cheque deposits and updating entries in cheque register
- 5) Gained preliminary understanding of books of accounts in accounting system "Tally Erp 9" and basic knowledge of GST

During her internship, her behaviour was found satisfactory and cooperative. We wish her a bright future here on.

For S C Mehra & Associates LLP

Chartered Accountants

FRN: 106156W/W100305

*Aslam*



CA A G Sharma

Partner

Membership No. 114934

Place: Mumbai,

Date: 03-Jan-2020

**S C MEHRA & ASSOCIATES LLP**

Head Office : Office No. 42, 1st Floor, Singh Estate No. 3, Mrinaltai Gore Flyover, Near Movie Star Cinema, Off. S. V. Road, Ram Mandir (West), Goregaon, Mumbai - 400 104, India.

Off. : +91 9819272535 • Mob. : +91 9820060260 • Email : sc.mehra@scmassociates.in

Branches : Ahmedabad • Bengaluru • Chennai • New Delhi • Jaipur • Jodhpur • Thane • Varanasi



Cell : 9892697299

## MOHANDAS & CO.

Chartered Accounts

B.M.SHETTY

B. Com. F.C.A.

10, Krishna Cottage, Dattapada Road No.2, Dattapada Sub-Way, Borivalli (East), Mumbai - 400 066.

### TO WHOM SO EVER IT MAY CONCERN

This to certify that Miss. RASHMI SURESH JAISWAL student of Ghanshyamdas saraf college of Arts & Commerce for Academic Year 2019-20 have completed 100 hours Practical trading in our Organization as instructed by the college course.

This certificate is issued to show authenticate of services rendered by Miss. Rashmi Suresh Jaiswal.

Date 15/03/2020.

Place: Mumbai

For Mohandas & Co.  
Chartered Accountants.

(B.M. SHETTY)  
M No. 031256.







CERTIFICATE NO: 113/0220

DATE: 25.02.2020

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms.Sakshi Sanjay Kathe has gone through the internship training from **5<sup>th</sup> December, 2019 to 5<sup>th</sup> February, 2020.**

During the internship she worked under our organization J.R.Chavda & Co., Chartered Accountants, wherein she gained preliminary understanding of books of accounts, computer system and basic knowledge of GST.

Her behavior was found satisfactory and cooperative. We wish her a very bright future.

**For M/s. J. R. Chavda & Co.**

Chartered Accountants

FRN No. 117203W



Jitendra Chavda

Proprietor

M. No. 047845

Place : Mumbai

UDIN : **20047845AAAABX8209**







# PRAKASH NILESH & CO. LLP

## TO WHOMSOEVER IT MAY CONCERN

This is to confirm that Mr. Prakash Moolchand Mali have gone through internship training from 1<sup>st</sup> October, 2019 to 31<sup>st</sup> January, 2020.

During his internship, he has successfully understood the below work.

1. Tax studies and assistance in taxation matters.
2. Preparation of submission for Tax Assessment.
3. GST studies, GST filings, Reconciliation and other matters.
4. TDS studies, TDS return filings, Reconciliation and other matters.
5. ROC compliances including incorporation of LLP's and Co's.
6. Internal Audit.
7. Other Accounting Works.

During his internship, his behavior was found satisfactory and cooperative.  
We wish him a bright, future here on.

For **Prakash Nilesh & Co. LLP**  
**Chartered Accountants**  
**FRN: W100264**



**CA Prakash Kumar**  
**Partner**  
**Membership No. : 165165**  
**Date: 31<sup>st</sup> January 2020**  
**Place: Mumbai**

Office Add. : 111, 1st Floor, Kothari Milestone, S.V. Rd, Nr. Shankar Temple, Malad West, Mumbai -64  
email id : info@caprakashnileshco.com  
Contact : 9702750691/9773503492

Dear, RAVIPRATAP TUNTUN MALLAH

**Subject : Work Assignment Letter**

We are pleased to appoint you in our organization as **CASHIER T1** subject to the following terms and conditions:

1. Your contract will be from **05/10/2019** to **04/10/2021** or project completion whichever is earlier.
2. During your employment, you will work at the premises of our client Avenue Supermarts Pvt. Ltd. at **Kandiwali- Dmart** and render service to them. Your employment with us is subject to the terms contained in the letter of engagement that you have executed on **04/10/2021**.
3. In day to day functioning or carrying out responsibilities, you will receive instructions from us and will undertake to abide by any suggestions, etc given by any assigned persons and will be bound by our rules & regulations.  
However it will vary with the working hours of the client you are deputed to.
4. Details of your salary break up is as given below;

**GROSS SALARY :- Rs. 17,308/- .**

5. You will be entitled to an employer's contribution of Provident Fund to the extent of 13% of your basic salary.
6. You will be eligible for leave as per Company leave policy.
7. You will be entitled to all other statutory benefits wherever applicable during the contract period.
8. Either party can terminate the contract during the existence of a work assignment, as per the terms laid out in the letter of engagement.
9. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever either against us or any of our clients.

We at **SKSPL, Kandiwali- Dmart** would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process.

*Kavi*

We take this opportunity to wish you the very best in your tenure with  
Yours sincerely,  
**For Shri Krupa Services Pvt. Ltd.**

**Authorised Signatory**

Please indicate your acceptance of the terms by signing and returning the duplicate copy here of.

Name- RAVIPRATAP TUNTUN MALLAH

Signature & Date

Joining Date : 05/10/2019



*Kavi*

# Sushil Choudhary & Co.

CHARTERED ACCOUNTANTS

3, Trimurti Arcade, 2<sup>nd</sup> Floor, Jakaria Road, Opp. Shivaji Chowk, Malad (West), Mumbai – 400 064.

Tel. : 2888 4484 / 2882 3759 E-mail : jkcnc@gmail.com

Date: 27.06.2020

## To whomsoever it may concern

We, hereby, certify that Miss Ritu Parihar has joined our Firm and completed 120 hours as intern. She worked with our Firm from 2<sup>nd</sup> September, 2019 to 30<sup>th</sup> September, 2019.

Her duties involved making purchases and sales entries for clients, passing entries of shares, prepare and reconcile bank statements, vouching books of clients, filing of ITR, E-verification of ITR, preparing and filing of monthly GST and quarterly TDS returns.

During her period of internship, she has demonstrated that she can communicate with all levels of staff and clients. More importantly, she had a professional aptitude towards organizing and tackling the varied types of assignments that she undertook.

For Sushil Choudhary & Co.  
Chartered Accountants



*Schoudhary*  
Sushil J. Choudhary  
Proprietor  
M. No. 176781

To Whomsoever It May Concern

Date: 8<sup>th</sup> July 2019

This is to certify that Miss. Shabila Shaikh was employed with us as an 'Apprentice' in the Talent Acquisition Department under the Board of Apprenticeship Training (Western Region), Mumbai. He has successfully completed 1 year of training with us from 09<sup>th</sup> July 2018 till 08<sup>th</sup> July 2019.

She has acquired hands-on learning by practical training along with other skills and competencies required under the supervision of experienced personnel.

She has satisfactorily concluded the training period as per the Apprenticeship Act.

We wish her all the best in her future endeavors.

FOR TECH MAHINDRA BUSINESS SERVICES LTD.



SUCHITRA SHIRISH KERKAR  
VICE PRESIDENT - HUMAN RESOURCES



**TO WHOMSOEVER IT MAY CONCERN**

This is to confirm that **Mr. Dhananjay N. Shukla** (WRO0619519) is registered under me as an Article Assistant for the period from **26 March 2019 to 25 March 2022**. During the articleship, he worked in our firm NGS & Co. LLP, Chartered Accountants, Mumbai and gained understanding of books of accounts, statutory audit and tax audit related works.

His behavior was found satisfactory and cooperative. We wish him a very bright future.

**For NGS & Co. LLP**  
**Chartered Accountants**



**R.P. Soni**  
**Partner**  
**Membership No. 104796**

Place: Mumbai  
Date: 12 March 2020





30<sup>th</sup> January 2020

To Whom It may Concern

This is to certify that Miss Rishu Gyanendrapratap Singh has completed her internship under **CA Prabhat Singh and Co. Chartered Accountants**, Nallasopara West from 1<sup>st</sup> December 2019 to 6<sup>th</sup> January 2020.

During her tenure we found her hardworking and sincere. She fulfilled all the work responsibilities on time. She has very good knowledge of Accounting and Taxation. She was a friendly person with good nature. She has always been on time and was very professional.

We thank her for her contribution and wish her success in her future endeavors.

Signature

CA Prabhat Singh





# Electro Mechanik Co.

ISO 9001 - 2008 Certified Company.



Off. : 206/1, R.K.Singh Marg, off Natwar Nagar Road No. 5,  
Jogeshwari (East), Mumbai - 400 060. TeleFax: 022 2824 5313.  
E-mail: emc1942@hotmail.com / electromechanik@yahoo.com  
Website : www.electromechanik.com

## Experience Certificate

**Date:** January 20, 2020

**Subject:** Experience Certificate.

We hereby certify that Mukesh Suthar has joined our company, as Junior Accountant and has been with the company from April 1st, 2019 to present, as a part time.

His duties involved the preparation of accounts for clients, managing the book-keeping operations, maintain and reconcile the general ledger, prepare and reconcile bank statements, establish and maintain supplier accounts, writing up cash books, processes supplier Invoices, responsible for Goods receipts process, maintain the purchase order system, issue cheque for all accounts due, Ensure transaction are properly recorded and entered into the computerized Accounting system.

During his period of employment, he has demonstrated that he can communicate with all levels of staff and clients. More importantly, he had a professional aptitude towards organizing and tackling the varied types of assignments that he undertook. We also found him to be competent and efficient along with his good work ethics and moral conduct.

We wish him all success in all their future efforts.

Sincerely,

Electro Mechanik Co.  
For ELECTRO MECHANIK CO  
  
R.R. Narendra  
Proprietor



**ABDUL BARI & CO.**  
CHARTERED ACCOUNTANTS

Date: 03/02/2020

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Miss. Sangeeta Kishor Swain has done internship with M/s Abdul Bari & Co for a period from 01-12-2019 to 06-01-2020.

She is committed and reliable in delivering her responsibilities.

We wish her success in all her future endeavours.

Thanking you

For M/s Abdul Bari & Co.

Authorised Signatory





TO WHOM SO EVER IT MAY CONCERN

This is to certify that MS. NIDHI KAMALKUMAR MISHRA has successfully completed her training in Birla Sun Life from 12<sup>TH</sup> NOVEMBER 2018 to 15<sup>TH</sup> FEBRUARY 2019.

She has also attended the training on INSURANCE.

During the training she was found to be punctual, positive & performance oriented.

We wish her success in her career.

Jitendra Bapna  
Senior Business Mentor



Dated: 20 September 2019

**TO WHOMSOEVER IT MAY CONCERN**


This is to certify that Ms. Sharon Shetty has successfully completed her internship as "Intern- Content Research" from 20 June 2019 to 20 September 2019 at GoQuest Media Ventures Pvt. Ltd.

This letter is to applaud her dedicated efforts and commitment towards the internship completed by her in our organization.

We found her sincere, hardworking and technically sound and result oriented.

We take this opportunity to thank her and wish her all the best for the future.

For GoQuest Media Ventures

  
Smriti Agrawal  
Head of Operations



