



**Narula Institute of Technology**

81, Nilgunj Road, Agarpara, Kolkata-700109

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**Supporting Documents for DVV  
Criteria Metric ID: 5.2.1**

**OFFER LETTERS  
OF  
DVV SUGGESTED STUDENTS  
OF  
2016-17**



# XPERTEEZ TECHNOLOGY PVT. LTD.

ISO : 9001 : 2008

03/03/2017  
③

Date 06/03/2017

## LETTER OF INTENT

Dear *Dipa Nath*

With reference to the discussion, we had with you, on behalf of Xperteez Technology Pvt. Ltd, we would please to offer you the position of "Associate System Engineer" and invite you to join our family. Your compensation with the Company will be Rs.....*1,80,000/- per annum*.....

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your Compensation will be revealed in future as per company policy.

On joining the company you will be on probation of three months and you will be abiding by the policies of the company.

The company looks for a long term association with all the employees and expects same from you.

With Regards,

HR Team

Xperteez Technology Pvt. Ltd.

*Rly*  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109



Capgemini Technology Services India Limited  
Plant 2, 'C' Wing, 1<sup>st</sup> Floor, Godrej IT Park,  
Godrej & Boyce Compound, Gate No. 2,  
L.B.S. Marg, Pirojshanagar, Vikroli (West),  
Mumbai-400 079, Maharashtra, India.  
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066  
www.capgemini.com

**Date: 20-Jan-17**

**Ref No: HR/Campus/201742063**

**Mr. Durgesh Upadhyay**  
**Narula Institute of Technology Kolkata**

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

Dear Durgesh,

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

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

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma subject to 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.

You will be required to undergo mandatory trainings prior to your joining Capgemini. Your joining will be conditional upon successfully clearing the mandatory trainings. 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. You will be required to undergo training for a duration of 6-8 weeks. 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 depending on your performance in the opinion of Capgemini.

  
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Kolkata-700109

In addition to the compensation mentioned in Annexure 1, you will be paid **INR 30,000/-** as a one-time incentive ("**One Time Incentive**") after completion of 6 months of service from the date of joining Capgemini subject to successful completion of all the conditions listed below:

1. Your probation is confirmed by Capgemini.
2. You are expected to mandatorily complete the pre-joining trainings assigned online (on a platform chosen by Capgemini). This may be supported with classroom/ virtual sessions conducted by facilitators from Capgemini in your college premises/ online classrooms.
3. Post joining, you will be required to undergo advanced technical and soft skill training, which will have assessments and a final test. You are expected to clear all these assessments in order to be eligible for the One Time Incentive.
4. You successfully clear the final assessment in the pre-joining and post joining trainings in one attempt.

In case you do not meet all the above-mentioned criteria during assessments of pre and post-joining training, Capgemini reserves the right to continue your employment without One Time Incentive payout.

One Time Incentive is one-time payment to appreciate your commitment and this will not be considered for any future salary revisions or adjustments of annual salary after the first payout.

Employees eligible for One Time Incentive will receive the amount after probation is confirmed along with their seventh month salary and same will be taxable as per applicable tax laws. However, employees who are serving notice period as on the date of payout will not be eligible for One Time Incentive.

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 [campussupport.ig@capgemini.com](mailto:campussupport.ig@capgemini.com).

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

**Sayyad Asad Kadri**  
**Senior Director – Head Fresher Hiring**

  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109

**ANNEXURE 1**

**Durgesh Upadhyay**

**Software Engineer/Analyst and A4**

You will be under probation for six (6) months from your date of joining Capgemini. During this period your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,40,000/- (Rupees Two Lakhs Forty Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**Sayyad Asad Kadri**  
Director – Recruitment

Signature: \_\_\_\_\_  
Candidate Name: **Durgesh Upadhyay**  
Date: \_\_\_\_\_

  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109

17-Nov-2016

Indranil Bose

Dear Indranil

We are pleased to award you a **Project Trainee** assignment at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

The terms and conditions of this assignment are as follows:

1. You need to complete all phases of ESD program successfully.
2. This assignment will be for a period of approximately 3 (Three) months beginning from your date of joining, which will be communicated to you in due course.
3. During this assignment, you will be paid a stipend for your services of **Rs. 10,000/- Per Month (Rupees Ten Thousand only)** subject to Income Tax and other statutory deductions at applicable rates from time to time at source. Save and except this amount, you are not eligible to receive any other allowances or benefits the company extends to its other associates.
4. On successful completion of assignment as Project Trainee, you will be deployed as **Jr. Software Engineer** for a **Probation Period of 12 months**.
5. During your stint as Junior Software Engineer, you will be paid a gross compensation of **Rs. 3.00 Lacs Per Annum (Rupees Three Lakhs only)** subject to Income Tax and other statutory deductions at applicable rates from time to time at source. A separate appointment letter will be issued at that point in time which will give the details of compensation stack up and other benefits.
6. Upon successful completion of probation period of 12 months, you will be confirmed as Software Engineer or Equivalent.
7. The Company reserves the right to decide your joining location / assign you on assignments to any locations, departments or units of the Company or its Associate companies, Subsidiaries, Group Companies or Customer locations, whether in India or abroad.
8. The Company reserves the right to assign you to work in any technology / skills / domain / job profile as per company's requirement.

  
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Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109

9. **Work Timings**

At Zensar we work five days a week, Monday through Friday. The Company will have its normal business hours from 0900 hrs to 1800 hrs with a Lunch Break of 30 minutes. Since we cater to global clients that may operate on a 24 x 7 basis, associates may be required to work at Non standard hours; Your work timing would be intimated by your manager. You shall provide details regarding the utilisation of your time by entering the same into Zensar's e-job card.

10. You would also be executing an Undertaking with the Company on the successful completion of your assignment as a Project Trainee.

We look forward to a meaningful and mutually satisfying professional relationship.

We request you to sign copy of this letter in token of your acceptance of this offer and commitment to join the said assignment on the date to be communicated to you later on.

**For Zensar Technologies Ltd.**

**Sanjeeva Maithani**

**Associate Vice President -HR**

**ACCEPTED:**

**SIGNATURE:** Indranil Bose

**NAME** INDRANIL BOSE

  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgiri Road, Agarpara  
Kolkata-700109

**Letter of Intent**

To,

Jeet Sengupta

Jogamaya, Mahalla Rampur,

Bihar-823001

CBE2017

Dear Jeet,

With reference to the meeting we had with you, we are pleased to offer you the position of Web Consultant with JR Technologies web Pvt Ltd.

Terms:

1. You shall join the company as Web Consultant.
2. You shall join the company on 2<sup>nd</sup> July 2018.
3. You will be paid salary of Rs 1,44,000 Lacs / annum.
4. This offer is subject to the accuracy of the testimonials and information provided by you.
5. In case you decide to leave the company, you shall be required to give 30 days Advance notice to the company for the same.
6. Upon successful completion of the probation period, you shall be absorbed as a permanent service provider of the company.
7. You shall be required to follow all other terms and conditions of the Company, mentioned in the Offer Letter, which shall be handed over to you subsequently.

Yours Sincerely,

Anwesh Maji

Human Resource

JR Technologies

Address: 220 A.J.C Bose Road, 2nd Floor, Kolkata, WB, India Pin - 700017  
Call us: (+91)-968 1951-572  
Email: support@jrtechnologiesweb.com | Website: www.jrtechnologiesweb.com

RM  
Training & Placement Office  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109



Acceptance

I \_\_\_\_\_ accept the offer of employment

Signed \_\_\_\_\_

Date \_\_\_\_\_

Jr Technologies

*BM*  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109

Address: 220 A.J.C Bose Road, 2nd Floor, Kolkata, WB, India Pin - 700017

Call us: (+91) 960 1951 572

E-mail: support@jrtechnologiesweb.com | Website: www.jrtechnologiesweb.com





**STRICTLY CONFIDENTIAL**

December 15<sup>th</sup>, 2016

**Ms. Kajari Maitra**

80/1 Kalibari Road, 19 T,  
New Barrackpur. North 24 Parganas,  
Kolkata -700131

Dear Kajari,

This has reference to your application and subsequent interviews in our organization. We are pleased to extend an offer of employment based on the following terms as discussed:

<b>Designation</b>	<b>: Trainee</b>
<b>Monthly Gross</b>	<b>: Rs. 17,951/-</b>
<b>Total Cost to Company</b>	<b>: Rs. 2,70,000/-</b>

Please confirm your acceptance on or before **December 15, 2016** after which the offer will automatically stand revoked.

Your date of joining will be communicated to you consecutively. Please sign the duplicate copy of this letter as a token of your acceptance of the offer.

You will be reporting at our Kolkata office. You can be posted anywhere during the tenure of your employment. All the necessary details will be provided before the DOJ.

You will be on probation for an initial period of 6 (Six) months. At the end of 6 months, based on successful completion of evaluation, you will be confirmed through intimation in writing. However, the probation could be extended for another 3 months if your performance does not meet the standards.

On your joining, we will issue an appointment letter with details of the terms and conditions of employment.

With best wishes,

Yours sincerely,

**Jagat Mohan Sarkar**  
**Chief People Officer**

Encl.: As above

*BM*  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109

I accept the offer and will join TCG Digital Solutions Pvt. Ltd. on or before \_\_\_\_\_.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TCG Digital Solutions Private Limited**  
( Formerly known as SkyTECH Solutions Private Limited )  
Registered Office: BIPPL, Building C, Block EP & GP, Sector-V, Salt Lake Electronics Complex, Kolkata-700 091  
Telephone No.: + 91 33 2357 5441 | Fax No.: + 91 33 2357 5452 | Email: info@tcg-digital.com

CIN: U72200WB1999PTC089151

**Compensation Details: Kajari Maitra****Appendix 1**

Salary Components	Monthly (₹)	Annual (₹)
Basic	5,175	62,100
HRA	3,105	37,260
Flexi Basket	9,050	1,08,600
PF Contribution	621	7,452
<b>Monthly Gross</b>	<b>17,951</b>	<b>2,15,412</b>
Cost of Lunch		9,600
Group Medical insurance		15,000
Gratuity		2,987
Cost to Company without Variable Pay		2,43,000
Variable Linked Pay		27,000
<b>Final CTC including APLI</b>		<b>2,70,000</b>

\*The Flexi Basket is made up of the following components:-

1. Leave Travel Allowance
2. Telephone Allowance
3. Medical Allowance
4. Children Education Allowance
5. Conveyance Allowance
6. Books and periodicals
7. Petrol & Driver
8. Balancing Amount- "Special Allowance"

The **Income Tax Act** as prevailing at the time will govern taxation. The company will deduct tax at source as per income tax guidelines. You are responsible for declaration of your total income

\*\* **Variable Linked Pay** - You will be entitled to a performance linked Variable Pay, the maximum of which is mentioned above. The actual payout of performance linked variable pay will be based on company performance and your individual performance.

<sup>1</sup> **Provident Fund** – Contribution to Provident Fund will be made according to the Employees Provident Fund and Miscellaneous Provisions Act, 1952.

<sup>2</sup> **Medical Insurance** – You and your family (dependent parents, children and spouse) will be covered by medical hospitalization upto the extent of Rs. 3,00,000/- per annum applicable from your date of joining.

<sup>3</sup> **Gratuity** – You are entitled to Gratuity as per the Payment of Gratuity Act, 1972. Eligibility criteria for payment of gratuity on separation is minimum 5 years of continued service with TCG Digital.

*PLM*  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara,  
Kolkata-700109

**TCG Digital Solutions Private Limited**  
(Formerly known as SkyTECH Solutions Private Limited)  
Registered Office: BIPPL, Building C, Block EP & GP, Sector-V, Salt Lake Electronics Complex, Kolkata-700 091  
Telephone No. : + 91 33 2357 5441 | Fax No.: + 91 33 2357 5452 | Email: info@tcdigital.com

CIN: U72200WB1999PTC089151

TO

Mr. Kaushal Sahu

Narula Institute of Technology

DATE: - 05<sup>th</sup> April 2017

T-WEB EXPONENT SERVICES  
PRIVATE LIMITED

Plot No. E2-4, Block-GP,  
Sector-V, Salt Lake City,  
Kolkata- 700091

Email: hr@technoexponent.com

### NEW EMPLOYEE WELCOME/OFFER LETTER

From the **T-Web Exponent Services Pvt Ltd**, we are glad to welcome you to the **Software Development division!** As agreed, you'll step into the role of Trainee Software Developer, in which you shall be reporting to **Mr. Avoy Debnath & Mr. Sabyasachi Saha**, the Director of T-web Exponent.

Therefore, We are pleased to Confirm you that you are selected as a '**trainee Software Developer**' on the terms and conditions mutually discussed and agreed upon, you will be entitled to salary benefits of Rs. **Two Lacs per annum**.

You are requested to join your duties month of 07<sup>th</sup> August, 2017. And your reporting time will be for your duty at 9.45 a.m.

We look forward to welcoming you to the **T-Web Exponent Services Pvt Ltd** team and wish you a successful and rewarding career with us. Hope you will build a very good career here and will also make us proud in our decision to select you. You will be great asset to our team also we look forward to a positive employment relationship.

There always a lot to learn new things on a new job, Not only about the work but also about our culture, certain organizational procedure and future growth. We want you to know that we are all anxious to see you succeed and there will be plenty of opportunity for you to learn and grow in the position.

Good luck on the job, and please feel free to contact me if you have any questions as you get started.

Name: Avoy Debnath

Signature:

Place: salt Lake City,

Date:

Kol-700091

  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109

1486291 / ELTP / 2017

15-Feb-2017

Subject: Letter of Intent

Dear Kaushik,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform that you have been shortlisted for appointment as Associate Software Engineer at Band U and Sub Band U1 in our Organization.

On joining you will be under probation for a period of 6 (six) months from the date of joining. During this probationary period, you will be eligible for an annual compensation of Indian Rupees 260,000 (Indian Rupees Two Hundred Sixty Thousand Only). Please refer to Annexure - A. Subsequent to your successful completion of probation, you will be eligible for an Annual Salary package of Indian Rupees 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only). Please refer to Annexure - B for breakup of your intended Annual Salary package.

In addition to your salary, you will also be entitled for a one-time Settlement Allowance not exceeding Indian Rupees 15,000, (Indian Rupees Fifteen Thousand Only) if eligible, as per the Company Policy. The detailed Terms and Conditions of your appointment shall be issued to you subsequently along with the offer letter.

At the time of joining, you are required to sign a service bond with our Organization. As per this bond, you will be required to serve the Company for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only) towards damages to the Company.

You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

This Letter of Intent is valid subject to you being medically fit, completing your academic course with a minimum grade of First Class or equivalent grade as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% in HSC or equivalent course and minimum of First Class/60% in all other courses completed by you prior to your qualifying academic course, successfully completing any Company organized training imparted prior to your date of joining and also completing all necessary legal documentations pertaining to your employment.


We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on (mail id: [CampusJoining@techmahindra.com](mailto:CampusJoining@techmahindra.com)) which in any case should not be later than 22-Feb-2017 failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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

Yours sincerely,  
For Tech Mahindra Limited,



PK Sharma  
Head - Resource Management Group

  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109

## Annexure - A

Total Cost to Company (TCC) (Per Annum)	260,000
<b>Components of Total Cost to Company</b>	<b>Rs. (Per Annum)</b>
Basic (@30% of Total Fixed Pay)	67,935
HRA (@50% of Basic Pay)	33,968
Conveyance (Grade-wise Fixed @ Rs. 800/- per month)	19,200
Bonus/Statutory Bonus	24,000
Employer's contribution to Provident Fund (@12% of Basic Pay)	8,152
<b>Flexible Components of TFP ^</b>	<b>73,194</b>
Total Fixed Pay (Per Annum)	2,26,449
Total Variable Pay (TVP) (Per Annum) (*)	25,161
Total .....(A)	2,51,610
Additional Benefits .....(B)	8,390
Gratuity	3,268
Insurance Premiums (towards GTLI, GMIP and GPAI)	5,122
Total Cost to Company (Per Annum) ——(A) + (B)	260,000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Medical	15,000
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits :</b> In addition to the above, you will also be eligible for the below-mentioned benefits -	
I) Gratuity : As per Payment of Gratuity Act	
II) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs.	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

## Annexure – B

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>3,25,000</b>
<b>Components of Total Cost to Company</b>	<b>Rs. (Per Annum)</b>
Basic (@30% of Total Fixed Pay)	85,260
HRA (@50% of Basic Pay)	42,630
Conveyance (Grade-wise Fixed @ Rs. 800/- per month)	19,200
Bonus/Statutory Bonus	24,000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10,231
Flexible Components of TFP ^	1,02,878
<b>Total Fixed Pay (Per Annum)</b>	<b>2,84,199</b>
<b>Total Variable Pay (TVP) (Per Annum) (*)</b>	<b>31,578</b>
<b>Total ..... (A)</b>	<b>3,15,777</b>
<b>Additional Benefits ..... (B)</b>	<b>9,223</b>
Gratuity	4,101
Insurance Premiums (towards GTLI, GMIP and GPAI)	5,122
<b>Total Cost to Company (Per Annum) —— (A) + (B)</b>	<b>3,25,000</b>
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Medical	15,000
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -</b>	
<b>I) Gratuity : As per Payment of Gratuity Act</b>	
<b>II) Insurance</b>	
<b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate	
<b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs.	
<b>c) Group Personal Accident Insurance (GPAI) coverage:</b> You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	



Business-friendly Solutions

Ms. Khushboo Shaw

Date 5-October-2016

Dear Khushboo Shaw ,

It was a pleasure meeting you to explore a career opportunity for you with ITC Infotech India Limited.

Based on our discussion, we are pleased to offer you the position of **Associate IT Consultant-Grade IS1**

1. Details of your compensation is appended.
2. The exact date of joining will be communicated shortly.
3. You are requested to report at 9.30 AM to complete the joining formalities. Your initial place of posting will be at **Bangalore**. At the time of joining you are requested to submit the copies of documents as per the checklist enclosed in Annexure-I.
4. For any further clarifications, request you to communicate with us at [campus.talentacquisition@itcinfotech.com](mailto:campus.talentacquisition@itcinfotech.com).

Welcome to ITC Infotech India Limited and look forward to a long and mutually beneficial association.

Yours faithfully,  
ITC Infotech India Limited

**Ramesh Sreedhar**  
General Manager-Talent Acquisition

Training & Placement Officer  
ITC Infotech India Limited  
Bangalore





Business-friendly Solutions

Designation: Associate IT Consultant  
Grade: IS1  
Location: Bangalore  
Qualification: B. Tech / B.E.

<u>Components</u>	<u>Proposed Salary (Rs. Per Month)</u>	<u>Proposed Salary (Rs. Per Annum)</u>
Consolidated Salary(Basic Salary)	6000	72000
House Rent Allowance	3000	36000
Supplementary Allowance	4109	49308
Special Supplementary Allowance	7500	90000
*Meal Coupon –Refer EN1	1100	13200
Conveyance Allowance	1600	19200
<b>Sub Total I</b>	<b>23309</b>	<b>279708</b>
<u>Other Components</u>		
Medical Expenses – Refer EN3	1250	15000
Provident Fund (Company Contribution on Basic Salary)	720	8640
Leave Travel Allowance – Refer EN4	917	11000
Performance Effectiveness Pay (PEP) – Refer EN5	1200	14400
ITC Products & Services discount scheme – Refer EN6	104	1250
<b>Sub Total II</b>	<b>4191</b>	<b>50292</b>
<b>Total</b>	<b>27500</b>	<b>330000</b>

  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109

C B E 17

17-Nov-2016


Manish Singh

Dear Manish

We are pleased to award you a Project Trainee assignment at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

The terms and conditions of this assignment are as follows:

1. You need to complete all phases of ESD program successfully.
2. This assignment will be for a period of approximately 3 (Three) months beginning from your date of joining, which will be communicated to you in due course.
3. During this assignment, you will be paid a stipend for your services of Rs. 10,000/- Per Month (Rupees Ten Thousand only) subject to Income Tax and other statutory deductions at applicable rates from time to time at source. Save and except this amount, you are not eligible to receive any other allowances or benefits the company extends to its other associates.
4. On successful completion of assignment as Project Trainee, you will be deployed as Jr. Software Engineer for a Probation Period of 12 months.
5. During your stint as Junior Software Engineer, you will be paid a gross compensation of Rs. 3.00 Lacs Per Annum (Rupees Three Lakhs only) subject to Income Tax and other statutory deductions at applicable rates from time to time at source. A separate appointment letter will be issued at that point in time which will give the details of compensation stack up and other benefits.
6. Upon successful completion of probation period of 12 months, you will be confirmed as Software Engineer or Equivalent.
7. The Company reserves the right to decide your joining location / assign you on assignments to any locations, departments or units of the Company or its Associate companies, Subsidiaries, Group Companies or Customer locations, whether in India or abroad.
8. The Company reserves the right to assign you to work in any technology / skills / domain / job profile as per company's requirement.

  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109

9. **Work Timings**

At Zensar we work five days a week, Monday through Friday. The Company will have its normal business hours from 0900 hrs to 1800 hrs with a Lunch Break of 30 minutes. Since we cater to global clients that may operate on a 24 x 7 basis, associates may be required to work at Non standard hours; Your work timing would be intimated by your manager. You shall provide details regarding the utilisation of your time by entering the same into Zensar's e-job card.

10. You would also be executing an Undertaking with the Company on the successful completion of your assignment as a Project Trainee.

We look forward to a meaningful and mutually satisfying professional relationship.

We request you to sign copy of this letter in token of your acceptance of this offer and commitment to join the said assignment on the date to be communicated to you later on.

For Zensar Technologies Ltd.

Sanjeeva Maithani

Associate Vice President -HR

ACCEPTED: *Received & Accepted*

SIGNATURE: *Manish Singh.*

NAME MANISH SINGH

*RM*  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109

CSE 2017

17-Nov-2016


Manoj Kumar Kushwaha

Dear Manoj Kumar

We are pleased to award you a Project Trainee assignment at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

The terms and conditions of this assignment are as follows:

1. You need to complete all phases of ESD program successfully.
2. This assignment will be for a period of approximately 3 (Three) months beginning from your date of joining, which will be communicated to you in due course.
3. During this assignment, you will be paid a stipend for your services of Rs. 10,000/- Per Month (Rupees Ten Thousand only) subject to Income Tax and other statutory deductions at applicable rates from time to time at source. Save and except this amount, you are not eligible to receive any other allowances or benefits the company extends to its other associates.
4. On successful completion of assignment as Project Trainee, you will be deployed as Jr. Software Engineer for a Probation Period of 12 months.
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For Zensar Technologies Ltd.


Sanjeeva Malthani

Associate Vice President -HR

ACCEPTED: Received & accepted

SIGNATURE: Manoj Kr. Kushwaha

NAME Manoj Kumar Kushwaha

  
Training & Placement Officer  
Narula Institute of Technology  
81, Nilgunj Road, Agarpara  
Kolkata-700109