



Narula Institute of Technology

81, Nilgunj Road, Agarpara, Kolkata-700109

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

**OFFER LETTERS
OF
DVV SUGGESTED STUDENTS
OF
2017-18**

04-Sep-2018

Dear Pratik Kumar Roy,
B.Tech/B.E., Electronics & Communication Eng
Narula Institute of Technology

Candidate ID- 12169394

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/-, as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The breakup is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/-, as well as Cognizant's contribution of Rs.21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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


Please note

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Sanku Bhatnagar
Global Head-Talent Acquisition

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

Signature:

Date:



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

Annexure A

Name: Prank Kumar Roy Designation: Programmer Analyst Trainee

| Sl.No | Description | Monthly | Yearly |
|-------|---|---------|--------|
| 1 | HRA @ 10% of basic | 3675 | 44100 |
| 2 | Conveyance Allowance | 800 | 9600 |
| 3 | Medical Allowance | 250 | 3000 |
| 4 | Company's contribution of PF | 104 | 1248 |
| 5 | Advance Statutory Bonus | 2000 | 24000 |
| 6 | Special Allowance | 571 | 6852 |
| 7 | Annual Gross Compensation | | 297000 |
| 8 | Incentive Indication (Performance) | | 20000 |
| 9 | Annual Total Compensation | | 317000 |
| 10 | Company's contribution towards benefits (Medical/Conveyance/Gratuity) | | 16000 |
| 11 | Gratuity | | 5015 |
| 12 | Annual Total Remuneration | | 338000 |

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

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

* PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

*** Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

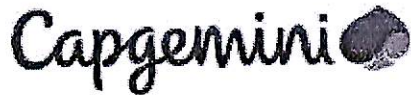
Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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

RItd. Office: 115/535, Old Mahabaliapuram Road, Okkiam Thorajakkam, Chennai - 600 097

RM

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



Capgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st 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: 5-Jan-18

Ref No: HR/Campus/201842246

**Priya Singh,
Narula Institute of Technology Kolkata**

Letter of Intent ("LOI")

Dear Priya,

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.


Training & Placement Officer
Narula Institute of Technology
81, Nilgunj Road, Agarpara
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 fresherhiring.in@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

Priya Singh

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
Senior Director – Head Fresher Hiring

Signature: _____
Candidate Name: Priya Singh
Date: _____


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



Capgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st 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: 5-Jan-18

Ref No: HR/Campus/201842249

**Priyanka Nandi,
Narula Institute of Technology Kolkata**

Letter of Intent ("LOI")

Dear Priyanka,

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.

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


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

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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.
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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.

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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

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
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ANNEXURE 1

Priyanka Nandi

Analyst and A4

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Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

Signature: _____
Candidate Name: **Priyanka Nandi**
Date: _____


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

Ref. No.: SI/HR/2018-19/OFR/71

Date: July 17, 2018

Ms. Priyanka Saha
50 Thakurpara Lane, Italgacha,
Dumdum, Kolkata - 700079

Dear Priyanka,

Re: Offer for the position of Trainee, Software Development, SDC Division - Kolkata

With reference to your application and subsequent interview held before the Selection Committee, we have pleasure in offering you the above post on the terms and conditions discussed and finalized with you.

As discussed you should join duties on or before July 20th, 2018 at 10:00 hrs until and unless being officially communicated of any other date being mutually agreed on or decided by the sole authority of the company's management. At the time of joining you would be required to submit the following:

1. Proof of Age (Date of Birth Certificate – 2 Copies)
2. Address Proof both Permanent and Present (2 Copies)
3. Certified true copies of your education/professional qualifications
4. 5 (Five) copies each of stamp size and passport size colour photographs
5. Relieving/Resignation Acceptance Letter from your previous employer
6. Experience Certificates from all previous employers
7. Last drawn salary slips (latest 3 months) from previous employer
8. PAN Card Copy (Mandatory – In case you do not have a Pan Card, please apply for the same immediately)


We've a stringent background verification policy; kindly ensure all your documents are in order as per your CV being submitted with us. Your offer of appointment will stand withdrawn any time if any of the information furnished above are found to be incorrect.

You will be in probation for a period of **six months** from the date of joining. During this period, you will be assigned with tasks and responsibilities which you are expected to perform successfully. Training & Development sessions will be regularly conducted throughout this period. Post successful completion of your probation period, you will be given confirmation in employment. Thereafter, you shall have to work with the organization for a minimum period of 18 months. However, if you wish to resign within 2 years from your date of joining, you may do so by paying an equivalent amount totalling to last 3 months of your full salary. The notice period per your Grade, in case you decide to terminate your services to the organization, is at least 60 days from the date of submitting resignation.

Please note that the above offer is subject to verification of the aforesaid relevant documents.

Pls return the duplicate copy of this letter duly signed by you as a token of your acceptance. Also forward the acceptance of your resignation with your present organization.

Thanking you,
Yours faithfully,



Shobha Bhowmick
Managing Director



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

Seap Infotech | IA – 9, Sector 3, Salt Lake, Kolkata - 700097
☎ +91 (033) 4601 1918 ☎ +91 (0) 9836157852, 7980902324
✉ info@seapinfotech.com ✉ debanti@seapinfotech.com

Encl: Proposed Salary & Perquisites

Name : Priyanka Saha
 Grade : G1
 Designation : Trainee, Software Development
 Location : Kolkata

Details of your proposed salary and perquisites:

| Earnings (p.m.) | Full in Rs. |
|--|---|
| Basic Pay (p.m.) | 2100.00 |
| House Rent Allowance | 1050.00 |
| Personal Allowance | 600.00 |
| Night Allowance | 0.00 |
| Performance Allowance | 1000.00 |
| Production Incentive | 0.00 |
| Conveyance Allowance | 800.00 |
| Entertainment Allowance | 0.00 |
| Medical Allowance | 1250.00 |
| Professional Pursuit | 0.00 |
| Education Allowance | 200.00 |
| Bonus | 0.00 |
| Variable | 0.00 |
| Total Earnings (Gross Earnings) p.m. in Rs. | 7000.00 |
| Mandatory Deductions | 0.00 |
| Deductions based on tax calculations | Presently not known. Depends on Investment Declaration documents being submitted by employee post joining the organization. |
| Net Earnings p.m. | 7000.00 |

TOTAL CTC p.m.: Rs. 7000.00

Total CTC p.m. in Words: **Indian Rupees Seven Thousand only.**

NB. The above remuneration is payable only if employee is posted on a project in India.



Mrs. Shobha Bhowmick
 Managing Director

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

Seap Infotech | IA - 9, Sector 3, Salt Lake, Kolkata - 700097
 ☎ +91 (033) 4601 1918 ☎ +91 (0) 9836157852, 7980902324
 ✉ info@seapinfotech.com ✉ debanti@seapinfotech.com

Ms. Purbasha Ray
Rabindra Pally, Ukhra
Buardwan - 713363

Dear Purbasha,

Re: Offer for the position of Trainee, Software Development, SDC Division - Kolkata

With reference to your application and subsequent interview held before the Selection Committee, we have pleasure in offering you the above post on the terms and conditions discussed and finalized with you.

As discussed you should join duties on or before July 20th, 2018 at 10:00 hrs until and unless being officially communicated of any other date being mutually agreed on or decided by the sole authority of the company's management. At the time of joining you would be required to submit the following:

1. Proof of Age (Date of Birth Certificate – 2 Copies)
2. Address Proof both Permanent and Present (2 Copies)
3. Certified true copies of your education/professional qualifications
4. 5 (Five) copies each of stamp size and passport size colour photographs
5. Relieving/Resignation Acceptance Letter from your previous employer
6. Experience Certificates from all previous employers
7. Last drawn salary slips (latest 3 months) from previous employer
8. PAN Card Copy (Mandatory – In case you do not have a Pan Card, please apply for the same immediately)

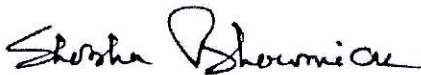
We've a stringent background verification policy; kindly ensure all your documents are in order as per your CV being submitted with us. Your offer of appointment will stand withdrawn any time if any of the information furnished above are found to be incorrect.

You will be in probation for a period of **six months** from the date of joining. During this period, you will be assigned with tasks and responsibilities which you are expected to perform successfully. Training & Development sessions will be regularly conducted throughout this period. Post successful completion of your probation period, you will be given confirmation in employment. Thereafter, you shall have to work with the organization for a minimum period of 18 months. However, if you wish to resign within 2 years from your date of joining, you may do so by paying an equivalent amount totalling to last 3 months of your full salary. The notice period per your Grade, in case you decide to terminate your services to the organization, is at least 60 days from the date of submitting resignation.

Please note that the above offer is subject to verification of the aforesaid relevant documents.

Pls return the duplicate copy of this letter duly signed by you as a token of your acceptance. Also forward the acceptance of your resignation with your present organization.

Thanking you,
Yours faithfully,



Shobha Bhowmick
Managing Director

Encl: Proposed Salary & Perquisites

Name : Purbasha Ray
 Grade : G1
 Designation : Trainee, Software Development
 Location : Kolkata

Details of your proposed salary and perquisites:

| Earnings (p.m.) | Full in Rs. |
|--|---|
| Basic Pay (p.m.) | 2100.00 |
| House Rent Allowance | 1050.00 |
| Personal Allowance | 600.00 |
| Night Allowance | 0.00 |
| Performance Allowance | 1000.00 |
| Production Incentive | 0.00 |
| Conveyance Allowance | 800.00 |
| Entertainment Allowance | 0.00 |
| Medical Allowance | 1250.00 |
| Professional Pursuit | 0.00 |
| Education Allowance | 200.00 |
| Bonus | 0.00 |
| Variable | 0.00 |
| Total Earnings (Gross Earnings) p.m. in Rs. | 7000.00 |
| Mandatory Deductions | 0.00 |
| Deductions based on tax calculations | Presently not known. Depends on Investment Declaration documents being submitted by employee post joining the organization. |
| Net Earnings p.m. | 7000.00 |

TOTAL CTC p.m.: Rs. 7000.00

Total CTC p.m. in Words: **Indian Rupees Seven Thousand only.**

NB. The above remuneration is payable only if employee is posted on a project in India.



Mrs. Shobha Bhowmick
 Managing Director

BM
 Training & Placement Officer
 Narula Institute of Technology
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 ✉ info@seapinfotech.com ✉ debanti@seapinfotech.com

June 16, 2018

To,
Rajdeep Adhikary
Kolkata

Dear Rajdeep,

Sub: - Letter of Intent for the Position of "Engineer - SSD"

We refer to your interview with us to pursue your career with *Team Zicom SaaS*. We are pleased to make you a Career Offer for the position of "Engineer - SSD" as per mutually decided compensation.

This Letter of Intent is subject to:

1. The information provided by you in your bio-data and interviews are correct and valid.
2. Your date of Joining on or before 10-Jul-18
3. You would be initially located at Mumbai (Chandivali).
4. Acceptance by duly signing and returning duplicate copy of Standard Terms and Conditions of Appointment [signed by you on both] accepting the same

A detailed appointment letter will be issued to you on your joining the organization. In the meanwhile we would request your confirmation for acceptance of this letter of Offer of Appointment by returning us duplicate copy of this letter duly signed along with Annexure.

You are required to send us the acceptance of the offer by email on or before **June 17 2018** or else the offer stands withdrawn.

Rajdeep, we are excited about your joining and thank you for the interest evinced in our organization. We welcome you to **Zicom SaaS**.

Yours faithfully,

Tejas Karhadkar
Head - Human Resources

I Accept

Rajdeep Adhikary

BY

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



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24x7 Pan-India Roadside Assistance | Alerts | Tracking | Car Diagnostics | Performance & Trip Data

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| Compensation Components - Annexure I | | |
|---|------------------------|-------------------------|
| Name | Rajdeep Adhikary | |
| Designation | Engineer - SSD | |
| Department | Service Support Desk | |
| Group | SAAS | |
| Grade | F2 | |
| Location | Mumbai (Chandivali) | |
| With effect from | 10-Jul-18 | |
| Break-up | | |
| Compensation Components | Proposed Monthly (INR) | Proposed Annually (INR) |
| Basic Salary | 9,500 | 114,000 |
| House Rent Allowance | 3,800 | 45,600 |
| City Compensatory Allowance | 1,900 | 22,800 |
| General Allowance | 639 | 7,668 |
| Statutory Bonus | 792 | 9,504 |
| Total of Salary & Allowances (A) | 16,631 | 199,572 |
| Mobile Call Reimbursement Upto ** | 400 | 4,800 |
| LTA | 500 | 6,000 |
| Mediclaim Premium \$ | 108 | 1,300 |
| Total (B) | 1,008 | 12,100 |
| Provident Fund(Employer's Contribution) | 1,140 | 13,680 |
| ESIC (Employer's Contribution) | 753 | 9,036 |
| Retirals(C) | 1,893 | 22,716 |
| Total (A to C) | 19,532 | 234,388 |
| Cost to Company | - | 234,388 |

** Mobile Call Reimbursement is subject to Rs.400/- per month or actual billing, whichever is less.

*In addition you would be entitled for Gratuity as per the Gratuity Act 1972.

*Income Tax and Professional Tax as applicable from time to time.

\$ Group Medical Insurance- You will be entitled for medical insurance upto Rs.1, 50,000/- P.A for self, spouse and upto two dependent children.

*Group Personal Accident Insurance- You shall be covered under the Group Personal Accident Insurance Policy held by the Company upto Rs.5,00,000/-

This is a system generated letter and does not require any signature.

*Training & Placement Office
Narula Institute of Technology
81, Nilgunj Road, Beliara
Kolkata - 700109*

DO THE SMART THING!

ZICOM'S NEW SMART PASSENGER

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Capgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st 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: 5-Jan-18

Ref No: HR/Campus/201842251

**Ramit Roy,
Narula Institute of Technology Kolkata**

Letter of Intent ("LOI")

Dear Ramit,

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.


Training & Placement Officer
Narula Institute of Technology
81, Nilgunj Road, Agarpara
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 fresherhiring.in@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

Ramit Roy

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
Senior Director – Head Fresher Hiring

Signature: _____
Candidate Name: Ramit Roy
Date: _____


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

June 16, 2018

To,
Reetasree Bose
Kolkata

Dear Reetasree,

Sub: - Letter of Intent for the Position of "Engineer - SSD"

We refer to your interview with us to pursue your career with **Team Zicom SaaS**. We are pleased to make you a Career Offer for the position of "Engineer - SSD" as per mutually decided compensation.

This Letter of Intent is subject to:

1. The information provided by you in your bio-data and interviews are correct and valid.
2. Your date of Joining on or before 10-Jul-18
3. You would be initially located at Mumbai (Chandivali).
4. Acceptance by duly signing and returning duplicate copy of Standard Terms and Conditions of Appointment [signed by you on both] accepting the same

A detailed appointment letter will be issued to you on your joining the organization. In the meanwhile we would request your confirmation for acceptance of this letter of Offer of Appointment by returning us duplicate copy of this letter duly signed along with Annexure.

You are required to send us the acceptance of the offer by email on or before **June 17 2018** or else the offer stands withdrawn.

Reetasree, we are excited about your joining and thank you for the interest evinced in our organization. We welcome you to **Zicom SaaS**.

Yours faithfully,

I Accept

Tejas Karhadkar
Head - Human Resources

Reetasree Bose

Reetasree Bose
Training & Placement Officer
Marula Institute of Technology
P.L. Vihar Road, Agarpara
Kolkata - 700019

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| Compensation Components - Annexure I | | |
|---|------------------------|-------------------------|
| Name | Reetasree Bose | |
| Designation | Engineer - SSD | |
| Department | Service Support Desk | |
| Group | SAAS | |
| Grade | F2 | |
| Location | Mumbai (Chandivali) | |
| With effect from | 10-Jul-18 | |
| Break-up | | |
| Compensation Components | Proposed Monthly (INR) | Proposed Annually (INR) |
| Basic Salary | 9,500 | 114,000 |
| House Rent Allowance | 3,800 | 45,600 |
| City Compensatory Allowance | 1,900 | 22,800 |
| General Allowance | 639 | 7,668 |
| Statutory Bonus | 792 | 9,504 |
| Total of Salary & Allowances (A) | 16,631 | 199,572 |
| Mobile Call Reimbursement Upto ** | 400 | 4,800 |
| LTA | 500 | 6,000 |
| Mediclaim Premium \$ | 108 | 1,300 |
| Total (B) | 1,008 | 12,100 |
| Provident Fund(Employer's Contribution) | 1,140 | 13,680 |
| ESIC (Employer's Contribution) | 753 | 9,036 |
| Retirals(C) | 1,893 | 22,716 |
| Total (A to C) | 19,532 | 234,388 |
| Cost to Company | - | 234,388 |

** Mobile Call Reimbursement is subject to Rs.400/- per month or actual billing, whichever is less.

*In addition you would be entitled for Gratuity as per the Gratuity Act 1972.

*Income Tax and Professional Tax as applicable from time to time.

\$ Group Medical Insurance- You will be entitled for medical insurance upto Rs.1, 50,000/- P.A for self, spouse and upto two dependent children.

*Group Personal Accident Insurance- You shall be covered under the Group Personal Accident Insurance Policy held by the Company upto Rs.5,00,000/-

This is a system generated letter and does not require any signature.

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June, 01, 2018

Mr. Ritesh Kumar Chaubey
Narula Institute of Technology,
Kolkata West Bengal, India

Subject: Offer Letter

Dear Ritesh,

With reference to your application and the subsequent interviews you had with us, it is our pleasure to extend the following offer of employment to you on behalf of **RIDHIMA SOFTWARE TECHNOLOGY SERVICES PVT. LTD.** Please report on June 11, 2018 at 10:30 AM at our Kolkata office at 62/1, Jessore Road South, Barasat, Kolkata 700127.

You are appointed to the position of "**Executive - International Sales – Outbound**" and in this capacity, you will report directly to **Manager Operations**. Your starting monthly CTC will be **Rs. 12500/- (Rupees Twelve Thousand Five Hundred Only)** effective from Date of Joining.

| MONTHLY SALARY BREAK - UP DETAILS | |
|--|--------------|
| Basic Salary | 4500 |
| House Rent Allowance | 2250 |
| Conveyance Allowance | 800 |
| Utility Allowance | 675 |
| City Compensation Allowance | 450 |
| Special Allowance | 2508 |
| Medical Allowance | 375 |
| Leave Travelling Allowance | 375 |
| GROSS SALARY (in Rupees) | 11933 |
| ESI Employer Contribution | 567 |
| COST TO COMPANY (in Rupees) | 12500 |
| DEDUCTIONS | |
| GROSS SALARY | 11933 |
| (Less) ESI Employee Contribution | 209 |
| (Less) Professional Tax | 110 |
| NET TAKE HOME (in Rupees) | 11614 |

After successful completion of the probation which is for 6 months and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular performance reviews will be done to assess your suitability.

You will need to submit all copies of your original qualification documents, Photo ID proof, PAN card, 5 passport size photos.

For RIDHIMA SOFTWARE TECHNOLOGY SERVICES PVT. LTD.

Th Biramani
Assistant Manager - HR


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

June 16, 2018

To,
Rohit Halwai
Kolkata

Dear Rohit,

Sub: - Letter of Intent for the Position of "Engineer - SSD"

We refer to your interview with us to pursue your career with *Team Zicom SaaS*. We are pleased to make you a Career Offer for the position of "Engineer - SSD" as per mutually decided compensation.

This Letter of Intent is subject to:

1. The information provided by you in your bio-data and interviews are correct and valid.
2. Your date of Joining on or before 10-Jul-18
3. You would be initially located at Mumbai (Chandivali).
4. Acceptance by duly signing and returning duplicate copy of Standard Terms and Conditions of Appointment [signed by you on both] accepting the same

A detailed appointment letter will be issued to you on your joining the organization. In the meanwhile we would request your confirmation for acceptance of this letter of Offer of Appointment by returning us duplicate copy of this letter duly signed along with Annexure.

You are required to send us the acceptance of the offer by email on or before **June 17 2018** or else the offer stands withdrawn.

Rohit, we are excited about your joining and thank you for the interest evinced in our organization. We welcome you to **Zicom SaaS**.

Yours faithfully,

I Accept

Tejas Karhadkar
Head - Human Resources

Rohit Halwai

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



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| Compensation Components - Annexure I | | |
|---|------------------------|-------------------------|
| Name | Rohit Halwai | |
| Designation | Engineer - SSD | |
| Department | Service Support Desk | |
| Group | SAAS | |
| Grade | F2 | |
| Location | Mumbai (Chandivali) | |
| With effect from | 10-Jul-18 | |
| Break-up | | |
| Compensation Components | Proposed Monthly (INR) | Proposed Annually (INR) |
| Basic Salary | 9,500 | 114,000 |
| House Rent Allowance | 3,800 | 45,600 |
| City Compensatory Allowance | 1,900 | 22,800 |
| General Allowance | 639 | 7,668 |
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| Retirals(C) | 1,893 | 22,716 |
| Total (A to C) | 19,532 | 234,388 |
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