FOTIA ZOI INDIA

Date: 30.09.2023

**To,**

***Ms. ARSHNA PULLIKKUDI,***

**Sub: Job Offer Letter for Class Teacher**

We are pleased to appoint you as **Class Teacher** in our organization. Details pertaining to your employment would be as below;

**Salary:** Your annual CTC would be Rs.1,56,000 (One Lakh Fifty-Six Thousand Indian Rupees only) inclusive of applicable tax, statutory deduction and allowances. (Salary Rs. 1,56,000) Salary will be credited on 05th of every month.

| Particulars | Yearly Value (INR) |
|---|---|
| Basic Salary | 60000 |
| Dearness Allowance | 60000 |
| Hostel Allowance | 36000 |
| **Grand Total** | **156000** |

**Probation/Confirmation**: You will be on Probation period for the first six months. Based on your performance your services will be confirmed with the company in written after six months. During the probation period and once confirmed your employment can be terminated or you can relieve from the company by serving one month's notice period. The company can also terminate your employment by providing one month's notice without providing any reasons what-so-ever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.

**Training**: From the date of joining onward up to subsequent **30 business days**, you will be on company's induction Training Program. On successful completion of training, you will be eligible for the financial dues as the terms of conditions mentioned in your offer letter. The employee shall be obliged to pay back the value of the training which is an estimated amount of your 1month salary, when they terminate their employment contract within Two months from the date of joining, without prejudice to the employers legal or contractual obligations.

**Note:** If you are not serving the above-mentioned training period ie, in between any break of services (Resignation, Absconding, Termination) you get only 50% of the Basic salary (Present days).

**Full and Final Settlement:** After acceptance of resignation by concerned reporting manager, full and final settlement will be done within 45 days. This period is used for collecting NOC from all departments. If any issues arise during this period the same should be sorted at the earliest to process your full and final settlement. This will also apply to termination process.

**Retention Amount upon Resignation or Termination of service:** In order to ensure that an employee leaving upon resignation or termination from service does not have any pending or unresolved matters pertaining to their employment, a retention amount is held by the company for a duration of 6 months. All employees are expected to clear dues, close concerns (customer, vendor or any other third party) and clear all settlements with respect to their role and designation in the organization before the final day of their employment in the company.

The Retention amount is set at Basic salary or 70% of F&F (Full and Final Settlement) whichever is higher and shall be paid with in 6 months after the date of resignation (or termination). This period is to ensure that no pending cases formalities or any other concerns with regard to the management staff. All employees shall make sure to follow up on any issues that may come into light during this period and the same shall be sorted out and closed at the earliest possible in order to process your full and final settlement. This shall also apply in case of termination from employment. After acceptance of resignation by concerned reporting manager, payment (Allowance or 30% of F&F) other than the retention amount shall be credited within 45 days.

Absence for a continuous period of Five days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation. The company shall not be liable to pay any dues in case you are been terminated from the service.

**Leave:** You will be eligible to the benefits of the Company's leave policies on your Confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1.You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. If an employee is found not reporting to office or is unanswerable on calls, a mail will be sent to the employee for explanation. If the employee does not respond to the mail sent earlier before 5:00 pm of the same day, show cause notice will be issued to the employee. In case the employee does not respond on the show cause notice issued, He will be removed from the system the very next day.

7. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

8. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take strict action as it deems fit in its sole discretion, including termination of your employment.

9.You are responsible for working anywhere as per the direction from the company.

Please bring supporting documents. Please sign and send us a scanned copy as your acceptance within 2 days and also return to the undersigned the duplicate copy of this letter signifying your acceptance on the joining date.

**Termination:** Your employment with "The Company" may be terminated for the following reasons:

**Voluntary Termination:** You voluntarily terminate your services from "The Company" upon providing one months' notice, in writing, to "The Company"; or one month' notice pay in lieu thereof. If you will not complete the notice period mention above the company will adjust not completed days salary from your final settlement.

**Termination for Cause:** "The Company", may terminate your services without providing any notice, if termination for cause, breach or misconduct any time during the period of the employment.

For the purpose of this Agreement, Cause shall be defined as follows:

- **i.** Wilful refusal to perform the duties set forth in this agreement or delegated by the Management from time to time (poor performance), which remains uncorrected for a period of time given by the superior.
- **ii.** Wilfully engaging in conduct that you know or should know may be materially injurious to "The Company" or its subsidiaries or affiliates;
- **iii.** Fraud, dishonesty or material misappropriation of "The Company" business and assets that is intended to result in substantial personal benefits to you and harms the business of "The Company" and its subsidiaries or affiliates.
- **iv.** Conviction of a felony or entry into a plea of guilty that negatively reflects on your fitness to perform the duties of the job or harm "The Company" reputation or business;
- **v.** Any wilful violation of this Agreement and other material such as, "The Company" employment policies, and breach of fiduciary or ethical duties.
- **vi.** Violation of code of ethics and conduct
- **vii.** Absence for a continuous period of Six days without prior approval of your superior, (including overstay on leave/training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

viii. Unjust enrichment: In case the employee has made the company to believe that work/service has been rendered by him/her but later it transpires that no work/service has been done, then the compensation paid to employee in the absence of any work/service rendered will be treated as unjust enrichment and will be considered as a cause for termination and the employee will be liable to compensate the employer for the loss incurred by employer in case the employee has enjoyed benefits including salary in lieu of rendering the work expected of him but not done. Fake sales or miss-selling made by the sales personnel on which employer is liable to repay the purchase price to customers during or after cessation of an employee's employment will be considered as unjust enrichment arising from fabricated sales and the company reserves the right to deduct such amounts (loss/amount refunded to customer) from the employee's salary and recover such amount even after cessation of employment with the company and the employee hereby agrees to the same.

**Upon Termination by "The Company":** Upon termination of your employment for any reason other than what is mentioned in Sub-Section (i) to (vii) , "The Company" is not obligated to give one month prior notice in writing or one month salary in lieu thereof.

**Termination in Probation Period:** If you are terminated during Probation Period, "The Company" is not obligated to give you one-month prior notice in writing or salary in lieu thereof.

**For Fotia Zoi India**

*This is a computer-generated document. No signature is required*

**HR MANAGER**

**Offer: BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234586250/Bangalore/BPS/BTN**
**Date: 27/09/2024**

Ms. Abhirami K S
Kalappurakkal House
Moonnumury
Mattathur
Kodakara-680684
Kerala
Tel# 91-9846625925

Dear Ms. Abhirami K S,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,410/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.


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Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

## OTHER BENEFITS

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

   Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

   Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
   You will be eligible for reimbursement of expenses towards professional membership as per **TCSL** 's policy.

3. **Social Security - Employees' State Insurance:**
   The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
   If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

   If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

   * Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. **Night Shift Stipend:**
   Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

6. **Process Specific Stipend:**
   Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

## TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
   Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.


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It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**
During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**
As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **TATA Code of Conduct:**
You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL** .


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**9. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**10. Medical Test:**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by **TCSL** ), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

**11. Background Check:**

Your traineeship will be subject to a background check in line with the Company'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 checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

**12. Submission of Documents:**

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

**13. Initial Learning Programme (ILP)**

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**14. Letter of Appointment**

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

**15. Personal Data Processing:**

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.



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After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. **Terms and conditions:**
The above terms and conditions of traineeship are specific to your traineeship period in India.

17. **Rules and Regulations of the Company:**
Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

18. **Compliance to all clauses:**
You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

**Withdrawal of Offer**
If you fail to accept the offer from **TCSL within 7 days, it will be construed that you are not interested in the Traineeship 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 sole discretion of **TCSL** .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**



**Girish V. Nandimath**
**Global Head, Talent Acquisition & Academic Interface**

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms


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**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234586250/Bangalore/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



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## Annexure 2

**Confidentiality, Data and Intellectual Property Protection Terms**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as 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 any 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 TCS . 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


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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling 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 Associate 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;

a) 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.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

**6. Security policies and Guidelines.**

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,


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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

**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 the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat


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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 any claim or liability of any party, 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, 1996 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, Data and IP Protection Terms 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 of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e)This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

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

**Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:


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**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234578486/Bangalore/BPS/BTN**
**Date:16/02/2024**

Dear Ms.  Efriya P J,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

Click Here or use a QR code scanner from your mobile to validate the offer letter

**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234578486/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



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**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234579663/Mumbai/BPS/BTN**
**Date:13/02/2024**

Dear Ms.  Shifa  E S,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

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**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234579663/Mumbai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:


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**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234607905/Bangalore/BPS/BTN**
**Date:23/02/2024**

Dear Ms.  Shahima  Azad,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

Click Here or use a QR code scanner from your mobile to validate the offer letter

**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234607905/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



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**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234610304/Bangalore/BPS/BTN**
**Date:23/02/2024**

Dear Ms.  Sana Fathima M G,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

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**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234610304/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



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**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234577219/Bangalore/BPS/BTN**
**Date:16/02/2024**

Dear Ms.  Neha  James,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

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**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234577219/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



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**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234569764/Bangalore/BPS/BTN**
**Date:06/01/2024**

Dear Ms. Neha Biju,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

Click Here or use a QR code scanner from your mobile to validate the offer letter

**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234569764/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



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**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234510176/Bangalore/BPS/BTN**
**Date:20/02/2024**

Dear Ms.  Mariya  Davis,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

Click Here or use a QR code scanner from your mobile to validate the offer letter

**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234510176/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



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**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234570420/Bangalore/BPS/BTN**
**Date:23/02/2024**

Dear Ms.  Mary Lena D Silva,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India
Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

Click Here or use a QR code scanner from your mobile to validate the offer letter

**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234570420/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India
Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234571060/Bangalore/BPS/BTN**
**Date:16/02/2024**

Dear Ms.  Gayathri  P S,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


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Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

Click Here or use a QR code scanner from your mobile to validate the offer letter

**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234571060/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India
Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234608496/Bangalore/BPS/BTN**
**Date:23/02/2024**

Dear Ms.  Fathima Nidha Ap,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


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Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**



**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

Click Here or use a QR code scanner from your mobile to validate the offer letter

**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234608496/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India
Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234569665/Mumbai/BPS/BTN**
**Date:24/02/2024**

Dear Ms. Christy John,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

Click Here or use a QR code scanner from your mobile to validate the offer letter

**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234569665/Mumbai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
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Corporate Identification No. (CIN): L22210MH1995PLC084781

**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234609602/Bangalore/BPS/BTN**
**Date:23/02/2024**

Dear Ms.  Ann Mary Joy,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

Click Here or use a QR code scanner from your mobile to validate the offer letter

**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234609602/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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Corporate Identification No. (CIN): L22210MH1995PLC084781

**Provisional Offer : BUSINESS PROCESS SERVICES**
**Ref: TCSL/DT20234570538/Bangalore/BPS/BTN**
**Date:16/02/2024**

Dear Ms.  Akshara  Unnikrishnan,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.


TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India
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Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**
**Global Head Talent Acquisition & AIP**

Click Here or use a QR code scanner from your mobile to validate the offer letter

**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234570538/Bangalore/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India
Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

# OFFER LETTER

From,
4CARE INTERNATIONAL LTD.
Wellington, New Zealand.
Ph: +642108578605
Email- info@4care.co.nz
www.4care.co.nz

Date: 21/04/2024

To,
Ms. Anna Julia B Veliyan,
Veliyan House,
Potta P O, Chalakudy, Kerala
India – 680722.
Mob: +918086076626.  Email: annajuliaveliyan@gmail.com

**Subject: Offer of employment as the Operations and Project Manager with 4CARE INTERNATIONAL LTD.**

Dear Ms. Anna Julia,
Congratulations!!!!
We are delighted to extend an offer to join 4CARE INTERNATIONAL LTD in the role of  Operations and Project Manager. Your achievement as the Union Chairperson, educational qualification, confidence, skills and passion for helping others make you an ideal candidate for this position, and we are excited about the expertise and insight you will bring to our team.

**1. Position**: Full-time Fixed-term Operations and Project Manager

**2. Start Date**: 22/04/2024 and End date 21/04/2025

**3. Location**: SH College Chalakudy, Kerala, India.

**4. Annual Salary**: INR 216,000/- (Two lakhs seventy six thousand Indian Rupees Only) inclusive of applicable tax, statutory deduction and allowances. Incentives will be there for the works such as making presentations for prospective candidates that arise in future and the rate will be decided from time to time.

**5. CARE BY 4CARE Scheme**: Minimum of 3% salary will be deducted on each pay cycle, which will be kept in the CARE BY 4CARE scheme with 1.5% of additional support from 4CARE. This fund is only available after a minimum of 6 months from joining and released in a single pay for the first time. There is no payback if you decide to leave the job before turning 6 months or the company terminates you as a result of any disciplinary action. Second time withdrawal is only available upon resignation or under the management discretion at very exceptional situations. This fund can be used for subscribing staff development programmes at any time up on request - Not available currently.

**6. Probation/Confirmation**
You will be on Probation period for the first six months. Based on your performance your services will be confirmed with the company. Once your employment is confirmed you can relieve from the company by serving one month's notice period. The company can also terminate your employment without providing any reasons what-so-ever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.
Absence for a continuous period of Five days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**7. Working hours**: Usual office hours: Monday to Saturday- 0900-1700 hrs
No Office hours on 2nd Saturdays.
No Office hours on Sundays & Public Holidays.
According to the demand, you should be flexible to communicate or meet tasks.
That is, if the nature of the job demands, customers or stakeholders should be contacted during after-hours (which can be prioritized and carried out only if that is necessary).
There may be an online review session on Sundays or public holidays as and when the need arises which are to be attended mandatorily by the employees. Timing will be notified beforehand.
There will be 10 paid casual leaves in a year which you can avail at any time.

**8. Company's Discretion** - Discretion lies with the company that any of the provisions may be changed for the betterment of the firm. Those changes will be intimated to employees beforehand the implementation.

**9. Your primary responsibilities will include:**

- As the Operations and Project Manager with 4CARE INTERNATIONAL LIMITED, you will play the important role of completing the documentation of the candidates successfully and fastly.
- Be a role model for your successors and become a Brand Ambassador of 4CARE.
- Always share your concerns and report progress.
- You have to help the team members to expand the business by reaching out to prospective candidates through marketing strategies like campaigns, orientation classes, digital marketing and so on.
- Communicate timely and politely with registered candidates regarding the documents and requirements etc and complete the process successfully.
- Collaborating with educational institutions, administrators, and educators to identify areas for improvement and develop tailored solutions.

- Providing training, workshops, and professional development sessions to enhance the skills and knowledge of educators.
- Staying abreast of emerging trends, research, and best practices in industry to inform decision-making and program development.
- Building strong relationships with clients and stakeholders to ensure high levels of satisfaction and retention.
- Contributing to the development of educational resources, materials, and publications.
- Need to organise campaigns, actively participate in Project promotion programmes and information sections.
- Visiting other businesses and report writing.
- Proper documentation and record keeping
- Regular updates to the Managing Director or the authorized person by him.

At 4CARE INTERNATIONAL LIMITED, we are committed to fostering a culture of innovation, collaboration, and continuous learning. We believe that your unique background and expertise will enrich our team and contribute to our mission of empowering people and improving standards.
In addition to a competitive salary, you will have access to a comprehensive career development and such a goal oriented lifestyle. Furthermore, you will have the opportunity to work alongside a talented and dedicated team who share your passion and ideas to grow together.
We are confident that you will thrive in this role and make significant contributions to our organization. Please indicate your acceptance of this offer by signing and returning a copy of this letter.

We are thrilled to welcome you to the 4CARE family and look forward to the positive impact you will make in our organization.

Sincerely,

Jinu Thomas ,
Managing Director,
4CARE INTERNATIONAL LIMITED.
New Zealand.

# OFFER LETTER

From,
4CARE INTERNATIONAL LTD.
Wellington, New Zealand.
Ph: +642108578605
Email- info@4care.co.nz
www.4care.co.nz

Date: 10/06/2024

To,
Ms. Asha Johnson,
Arackaparambil (H),
Vellikulangara P.O
Thrissur - 680699

**Subject: Offer of employment as the Project and Marketing Manager with 4CARE INTERNATIONAL LTD.**

Dear Ms. Asha Johnson,
Congratulations!!!!
We are delighted to extend an offer to join 4CARE INTERNATIONAL LTD in the role of a Project and Marketing Manager. Your excellent communication skills, educational qualifications, experience in the industry, skills and passion for helping others make you an ideal candidate for this position, and we are excited about the expertise and insight you will bring to our team.

**1. Position**: Full-time Fixed-term Project and Marketing Manager.

**2. Start Date**: 14/06/2024 and End date 13/06/2025

**3. Location**: SH College Chalakudy, Kerala, India.

**4. Annual Salary**: INR 240,000/- (Two lakhs seventy six thousand Indian Rupees Only) inclusive of applicable tax, statutory deduction and allowances. Incentives will be there for the works such as making presentations for prospective candidates, successful completion of documentation process etc that arise in future and the rate will be decided from time to time.

**5. CARE BY 4CARE Scheme**: Minimum of 3% salary will be deducted on each pay cycle, which will be kept in the CARE BY 4CARE scheme with 1.5% of additional support from 4CARE. This fund is only available after a minimum of 6 months from joining and released in a

single pay for the first time. There is no payback if you decide to leave the job before turning 6 months or the company terminates you as a result of any disciplinary action. Second time withdrawal is only available upon resignation or under the management discretion at very exceptional situations.
This fund can be used for subscribing staff development programmes at any time up on request - Not available currently.

**6. Probation/Confirmation**
You will be on Probation period for the first six months. Based on your performance your services will be confirmed with the company. Once your employment is confirmed you can relieve from the company by serving one month's notice period. The company can also terminate your employment without providing any reasons what-so-ever. If your services are found satisfactory during the probation period, you will be confirmed in the present position. Absence for a continuous period of Five days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**7. Working hours**: Usual office hours: Monday to Saturday- 0900-1700 hrs
No Office hours on 2nd Saturdays.
No Office hours on Sundays & Public Holidays.
According to the demand, you should be flexible to communicate or meet tasks.
That is, if the nature of the job demands, customers or stakeholders should be contacted during after-hours (which can be prioritized and carried out only if that is necessary). There may be an online review session on Sundays or public holidays as and when the need arises which are to be attended mandatorily by the employees. Timing will be notified beforehand.
There will be 10 paid casual leaves in a year which you can avail at any time.

**8. Company's Discretion** - Discretion lies with the company that any of the provisions may be changed for the betterment of the firm. Those changes will be intimated to employees beforehand the implementation.

**9. Your primary responsibilities will include:**

- As the Project and Marketing Manager with 4CARE INTERNATIONAL LIMITED, you will play an important role in developing the prospects of the Company.
- Be a role model for your successors and become a Brand Ambassador of 4CARE.
- Always share your concerns and report progress.
- You have to expand the business by reaching out to prospective candidates through marketing strategies like campaigns, orientation classes, digital marketing and so on.
- Communicate with prospective candidates to enlighten them with opportunities available in various countries and the process of getting there.
- Collaborating with educational institutions, administrators, and educators to identify areas for improvement and develop tailored solutions.
- Providing training, workshops, and professional development sessions to enhance the skills and knowledge of educators.
- Staying abreast of emerging trends, research, and best practices in industry to inform decision-making and program development.

- Building strong relationships with clients and stakeholders to ensure high levels of satisfaction and retention.
- Contributing to the development of educational resources, materials, and publications.
- Need to organise campaigns, actively participate in Project promotion programmes and information sections.
- Visiting other businesses and report writing.
- Proper documentation and record keeping
- Regular updates to the Managing Director or the authorized person by him.

At 4CARE INTERNATIONAL LIMITED, we are committed to fostering a culture of innovation, collaboration, and continuous learning. We believe that your unique background and expertise will enrich our team and contribute to our mission of empowering people and improving standards.
In addition to a competitive salary, you will have access to a comprehensive career development and such a goal oriented lifestyle. Furthermore, you will have the opportunity to work alongside a talented and dedicated team who share your passion and ideas to grow together.
We are confident that you will thrive in this role and make significant contributions to our organization. Please indicate your acceptance of this offer by signing and returning a copy of this letter.

We are thrilled to welcome you to the 4CARE family and look forward to the positive impact you will make in our organization.

Sincerely,

Jinu Thomas ,
Managing Director,
4CARE INTERNATIONAL LIMITED.
New Zealand.

# OFFER LETTER

From,
4CARE INTERNATIONAL LTD.
Wellington, New Zealand.
Ph: +642108578605, Email- info@4care.co.nz
www.4care.co.nz

Date: 05/06/2024

To,
Ms. Sweety Poulose,
Neduvely House,
Thottakam, Karukutty PO,
Ernakulam-683576, Kerala, India.
Mob: +91 6238577587, Email: sweetypoulose@gmail.com

**Subject: Offer of employment as the HR, Accounts and Operations Head with 4CARE INTERNATIONAL LTD.**

Dear Ms. Sweety Poulose,
Congratulations!!!!
We are delighted to extend an offer to join 4CARE INTERNATIONAL LTD in the role of a HR, Accounts and Operations Head. Your positive approach, educational qualifications, experience in the industry, skills and passion for helping others make you an ideal candidate for this position, and we are excited about the expertise and insight you will bring to our team.

**1. Position**: Full-time Fixed-term HR, Accounts and Operations Head.

**2. Start Date**: 10/06/2024 and End date 09/06/2025

**3. Location**: SH College Chalakudy, Kerala, India.

**4. Annual Salary**: INR 276,000/- (Two lakhs seventy six thousand Indian Rupees Only) inclusive of applicable tax, statutory deduction and allowances. Incentives will be extra as per the criteria that may arise in future discussions.

**5. CARE BY 4CARE Scheme**: Minimum of 3% salary will be deducted on each pay cycle, which will be kept in the CARE BY 4CARE scheme with 1.5% of additional support from 4CARE. This fund is only available after a minimum of 6 months from joining and released in a single pay for the first time. There is no payback if you decide to leave the job before turning 6

months or the company terminates you as a result of any disciplinary action. Second time withdrawal is only available upon resignation or under the management discretion at very exceptional situations.
This fund can be used for subscribing staff development programmes at any time up on request - Not available currently.

**6. Probation/Confirmation**
You will be on Probation period for the first six months. Based on your performance your services will be confirmed with the company. Once your employment is confirmed you can be relieved from the company by serving one month's notice period. The company can also terminate your employment without providing any reasons what-so-ever. If your services are found satisfactory during the probation period, you will be confirmed in the present position. Absence for a continuous period of Five days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**7. Working hours**: Usual office hours: Monday to Saturday- 0900-1700 hours
No Office hours on 2nd Saturdays. No Office hours on Sundays & Public Holidays.
According to the demand, you should be flexible to communicate or meet tasks.
That is, if the nature of the job demands, customers or stakeholders should be contacted during after-hours (which can be prioritized and carried out only if that is necessary). There may be an online review session on Sundays or public holidays as and when the need arises which are to be attended mandatorily by the employees. Timing will be notified beforehand.
There will be 10 paid casual leaves in a year which you can avail at any time.

**8. Company's Discretion** - Discretion lies with the company that any of the provisions may be changed for the betterment of the firm. Those changes will be intimated to employees beforehand the implementation.

**9. Key Responsibilities**:

1. Communication and Reporting:
   - Always share your concerns and report progress regularly.
   - Provide regular updates to the Managing Director.

2. Accounts Management:
   - Handle the company's accounts according to the Managing Director's instructions.

3. Human Resources Leadership:
   - Assess, guide, and inspire team members to enhance productivity.
   - Effectively address and resolve conflicts of interest among team members.

4. Decision Making:
   - Make day-to-day operational decisions with the Managing Director's consent.

5. Collaboration and Development:

- Collaborate with educational institutions, administrators, and educators to identify areas for improvement and develop tailored solutions.
- Provide training, workshops, and professional development sessions to enhance educators' skills and knowledge.

6. Industry Awareness:
- Stay updated on emerging trends, research, and best practices in the industry to inform decision-making and program development.

7. Client and Stakeholder Relations:
- Build strong relationships with clients and stakeholders to ensure high levels of satisfaction and retention.

8. Resource Development:
- Contribute to the development of educational resources, materials, and publications.

9. Campaigns and Promotions:
- Organize campaigns and actively participate in project promotion programs and informational sessions.

10. Business Visits and Reporting:
- Visit other businesses and learn from them.

11. Documentation:
- Maintain proper documentation and record-keeping.

In this multifaceted role, your leadership and expertise will be crucial in driving our mission forward and ensuring the continued success of 4CARE INTERNATIONAL LIMITED.

At 4CARE INTERNATIONAL LIMITED, we are committed to fostering a culture of innovation, collaboration, and continuous learning. We believe that your unique background and expertise will enrich our team and contribute to our mission of empowering people and improving standards.
In addition to a competitive salary, you will have access to a comprehensive career development and such a goal oriented lifestyle. Furthermore, you will have the opportunity to work alongside a talented and dedicated team who share your passion and ideas to grow together. We are confident that you will thrive in this role and make significant contributions to our organization.
Please indicate your acceptance of this offer by signing and returning a copy of this letter. We are thrilled to welcome you to the 4CARE family and look forward to the positive impact you will make in our organization.

Sincerely,

Jinu Thomas,
Managing Director,
4CARE INTERNATIONAL LIMITED.

New Zealand.