

2017966 / ELTP-CAMPUS / 2022

27-Jan-2022

Subject: Letter of Intent

Dear Lavanya,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- o You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of **First Class/60%** or equivalent grade in all other courses completed by you prior to your qualifying academic course
- o You complete the set of learning courses and earn course completion certificate for each course mentioned in Annexure - A and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- o You will be under probation for a period of **6 (Six) months** from the date of joining.
- o During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only)**. Please refer to Annexure - B for breakup of your intended Annual Salary package.
- o Post probation, you will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to Annexure - C for breakup of your intended Annual Salary package.
- o In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- o At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least **2 years** from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as equated damages to Tech Mahindra.
- o You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.



Tech Mahindra

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

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Fax: +91 40 2311 7011

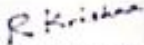
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on Campusjoining@techmahindra.com

This Letter of Intent shall cease to be valid on 27-Jul-2022 or issue of Offer of Appointment, whichever is earlier.

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

Yours sincerely,
For Tech Mahindra Limited,


Krishna Ramaswamy

Head - Resource Management Group

Yours sincerely,
Lavanya Parameshwarappa Dammalli



Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use tmfh.udemy.com link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and JQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

Annexure B

Total Cost to Company (TCC) (Per Annum)	260000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^A	12787
Total Fixed Pay (Per Annum)	223482
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total... (A)	248313
Additional Benefits... (B)	11687
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) —(A) + (B)	260000
* Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs.	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

Annexure C

Total Cost to Company (TCC) (Per Annum)		325000
Components of Total Cost to Company		INR. (Per Annum)
Basic (@40% of Total Fixed Pay)		112394
HRA (@70% of Basic Pay)		78676
Bonus/Statutory Bonus		48000
Employer's contribution to Provident Fund (@12% of Basic Pay)		13487
Flexible Components of TFP ^		28428
Total Fixed Pay (Per Annum)		280985
Total Variable Pay (TVP) (Per Annum) (*)		31221
Total.....(A)		312206
Additional Benefits.....(B)		12794
Gratuity		5407
Insurance Premiums (towards GTLI, GMIP and GPAI)		7387
Total Cost to Company (Per Annum) -----(A) + (B)		325000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.		
LTA		12,000
Meal Card (Max INR. 2200 per month)		26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.		
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year		
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -		
i) Gratuity : As per Payment of Gratuity Act		
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a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakhs to the beneficiary on the unfortunate death of the associate		
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of INR 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakhs.		
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI schema with a cover of upto INR 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.		