



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

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Registered Office:  
Gateway Building, Apollo Bunder  
Mumbai 400 001, India.  
[www.techmahindra.com](http://www.techmahindra.com)  
CIN L64200MH1986PLC041370

1411725 /JTA / 2016

27-May-2016

Subject: Letter of Intent

Dear Renuka,

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

On joining you will be under **probation for a period of 6 (six) months** from the date of joining. During this probationary period, you will be eligible for an annual compensation of **Indian Rupees 160,000 (Indian Rupees One Hundred Sixty Thousand Only)**. Please refer to **Annexure - A**. Subsequent to your successful completion of probation, you will be eligible for an Annual Salary package of **Indian Rupees 205,000 (Indian Rupees Two Hundred and Five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

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

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

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

This Letter of Intent is valid subject to you being medically fit, completing your academic course with a minimum grade as specified at the time of your selection (i.e. minimum of 60% in all academic courses including SSC till graduation – relaxable up to a minimum of 55% in any of these courses), completing the qualifying academic course in normal time without any backlog or loss of semester and any other Company organized training imparted prior to your date of joining and also completing all necessary legal documentations pertaining to your employment.

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus joining Team on (mail id: [Campusjoining@techmahindra.com](mailto:Campusjoining@techmahindra.com)) which in any case should not be later than **03-Jun-2016** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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

Yours sincerely,  
For Tech Mahindra Limited,

PK Sharma  
Head - Resource Management Group



## Annexure – A


<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>160,000</b>
<b>Components of Total Cost to Company</b>	<b>Rs. (Per Annum)</b>
Basic (@30% of Total Fixed Pay)	41,281
HRA (@50% of Basic Pay)	20,641
Conveyance (Grade-wise Fixed @ Rs. 800/- per month)	19,200
Bonus/Statutory Bonus	12,000
Employer's contribution to Provident Fund (@12% of Basic Pay)	4,954
<b>Flexible Components of TFP ^</b>	<b>39,527</b>
<b>Total Fixed Pay (Per Annum)</b>	<b>1,37,603</b>
<b>Total Variable Pay (TVP) (Per Annum) (*)</b>	<b>15,289</b>
<b>Total .....(A)</b>	<b>1,52,892</b>
<b>Additional Benefits .....(B)</b>	
Gratuity	1,986
Insurance Premiums (towards GTLI, GMIP and GPAI)	5,122
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>160,000</b>
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Medical	15,000
Mobo Meal	13,200
<b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -	
<b>i) Gratuity</b> : As per Payment of Gratuity Act	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>Rs. 20 lakhs</b> to the beneficiary on the unfortunate death of the associate	
<b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>Rs. 3 lakhs</b> (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 <b>Rs. 2 lakhs</b> .	
<b>c) Group Personal Accident Insurance (GPAI) coverage:</b> You would be enrolled under the Company's GPAI scheme with a cover of upto <b>Rs. 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.	



## Annexure – B

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>205,000</b>
<b>Components of Total Cost to Company</b>	<b>Rs. (Per Annum)</b>
Basic (@30% of Total Fixed Pay)	53,275
HRA (@50% of Basic Pay)	26,638
Conveyance (Grade-wise Fixed @ Rs. 800/- per month)	19,200
Bonus/Statutory Bonus	12,000
Employer's contribution to Provident Fund (@12% of Basic Pay)	6,393
<b>Flexible Components of TFP ^</b>	<b>60,077</b>
<b>Total Fixed Pay (Per Annum)</b>	<b>1,77,583</b>
Total Variable Pay (TVP) (Per Annum) (*)	19,732
<b>Total .....(A)</b>	<b>1,97,315</b>
<b>Additional Benefits .....(B)</b>	
Gratuity	2,563
Insurance Premiums (towards GTLI, GMIP and GPAI)	5,122
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>205,000</b>
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TRUE COPY  
ATTESTED BY



PRINCIPAL  
KONGUNADU ARTS & SCIENCE COLLEGE  
COIMBATORE - 641 029





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[www.techmahindra.com](http://www.techmahindra.com)  
CIN L64200MH1986PLC041370

1411724 /JTA / 2016

27-May-2016

Subject: Letter of Intent

Dear Sujitha,

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

On joining you will be under probation for a period of 6 (six) months from the date of joining. During this probationary period, you will be eligible for an annual compensation of **Indian Rupees 160,000 (Indian Rupees One Hundred Sixty Thousand Only)**. Please refer to **Annexure - A**. Subsequent to your successful completion of probation, you will be eligible for an Annual Salary package of **Indian Rupees 205,000 (Indian Rupees Two Hundred and Five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

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

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

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

This Letter of Intent is valid subject to you being medically fit, completing your academic course with a minimum grade as specified at the time of your selection (i.e. minimum of 60% in all academic courses including SSC till graduation – relaxable up to a minimum of 55% in any of these courses), completing the qualifying academic course in normal time without any backlog or loss of semester and any other Company organized training imparted prior to your date of joining and also completing all necessary legal documentations pertaining to your employment.

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus joining Team on (mail id: [Campusjoining@techmahindra.com](mailto:Campusjoining@techmahindra.com)) which in any case should not be later than **03-Jun-2016** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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

Yours sincerely,  
For Tech Mahindra Limited,

PK Sharma  
Head - Resource Management Group



## Annexure – A

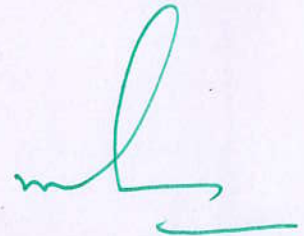
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<b>Total Fixed Pay (Per Annum)</b>	<b>1,37,603</b>
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## Annexure – B

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>205,000</b>
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Basic (@30% of Total Fixed Pay)	53,275
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<b>Total .....(A)</b>	<b>1,97,315</b>
<b>Additional Benefits .....(B)</b>	
Gratuity	2,563
Insurance Premiums (towards GTLI, GMIP and GPAL)	5,122
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>205,000</b>
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<b>c) Group Personal Accident Insurance (GPAL) coverage:</b> You would be-enrolled under the Company's GPAL scheme with a cover of upto <b>Rs. 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.	

TRUE COPY  
ATTESTED BY



PRINCIPAL  
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# Tech Mahindra

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[www.techmahindra.com](http://www.techmahindra.com)  
CIN L64200MH1986PLC041370

1411726 /JTA / 2016

27-May-2016

Subject: Letter of Intent

Dear Vijayadeepa,

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

On joining you will be under **probation for a period of 6 (six) months** from the date of joining. During this probationary period, you will be eligible for an annual compensation of **Indian Rupees 160,000 (Indian Rupees One Hundred Sixty Thousand Only)**. Please refer to **Annexure - A**. Subsequent to your successful completion of probation, you will be eligible for an Annual Salary package of **Indian Rupees 205,000 (Indian Rupees Two Hundred and Five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.

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

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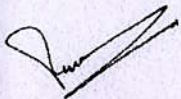
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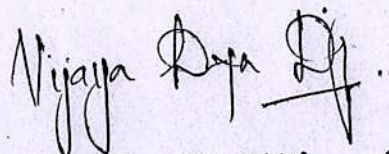
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We look forward to you having a rewarding career with us.

Yours sincerely,  
For Tech Mahindra Limited,



PK Sharma  
Head - Resource Management Group



SIGNATURE OF THE CANDIDATE



## Annexure – A

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>160,000</b>
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*Pijaya Dugga B.*  
SIGNATURE OF THE

CANDIDATE



## Annexure – B

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>205,000</b>
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**Additional Benefits :** In addition to the above, you will also be eligible for the below-mentioned benefits -

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ii) **Insurance**

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TRUE COPY  
ATTESTED BY

*[Signature]*

For *[Signature]*  
**Dr. J. Vijaya Lakshmi**  
Placement Director  
Kongunadu Arts and Science College  
Autonomous  
Coimbatore -641 029

*[Signature]*  
SIGNATURE OF THE  
CANDIDATE

PRINCIPAL  
KONGUNADU ARTS & SCIENCE COLLEGE  
COIMBATORE-641 029.