

2173090 / ELTP-CAMPUS / 2023

15-Dec-2022

**Subject: Letter of Intent**

Dear Radhika,

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:

- δ You being medically fit, having completed your qualifying academic course with a minimum score of **70% or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- δ You complete the set of learning courses mentioned in **Annexure-A** and clear Tech Mahindra certification test.

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

- δ You will be under **probation for a period of 3 (Three) months** from the date of joining.
- δ 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 - B** for breakup of your intended Annual Salary package.
- δ 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.
- δ 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 liquidated damages to Tech Mahindra.
- δ You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.



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](mailto:Campusjoining@techmahindra.com)

This Letter of Intent shall cease to be valid on **30-Jun-2023** 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

**Annexure - A**

**Learning and Certification**

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

Detailed learning instructions will be communicated separately.

| Category                     | Udey Course Name  | Course Duration (in Hrs) |
|------------------------------|---|--------------------------|
| Programming Foundations      | Programming 101   | 4.5                      |
| Data Structures & Algorithms | Data Structures A-Z : Data Structures + Algorithms Bootcamp           | 7.5                      |
| Web Programming              | Complete Web Design Course: HTML, CSS, Javascript and jQuery & Vue JS | 27.5                     |
| Linux Fundamentals           | Learn Linux in 5 Days and Level Up Your Career                        | 13.5                     |
| 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 - 2022                 | 4.5                      |
| Software Testing             | Certified Tester ISTQB Foundation Level (CTFL) - Updated 2022         | 9.5                      |
| Communication                | The Art of Communications ? Become a Master Communicator              | 4                        |
| Email Writing                | Write Better Emails: Tactics for Smarter Team Communication           | 1.5                      |
| Business Etiquettes          | Business Etiquette 101: Social Skills for Success                     | 4.7                      |

**Annexure - B**

| <b>Total Cost to Company (TCC) (Per Annum)</b>  |  | <b>325000</b>           |
|---|--|-------------------------|
| <b>Components of Total Cost to Company</b>  |  | <b>INR. (Per Annum)</b> |
| 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                   |
| <b>Flexible Components of TFP ^</b>   |  | 28428                   |
| <b>Total Fixed Pay (Per Annum)</b>  |  | <b>280985</b>           |
| Total Variable Pay (TVP) (Per Annum) (*)  |  | 31221                   |
| <b>Total.....(A)</b>  |  | <b>312206</b>           |
| <b>Additional Benefits.....(B)</b>  |  | <b>12794</b>            |
| Gratuity  |  | 5407                    |
| Insurance Premiums (towards GTLI, GMIP and GPAI)  |  | 7387                    |
| <b>Total Cost to Company (Per Annum) ——(A) + (B)</b>  |  | <b>325000</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                  |
| Meal Card (Max INR. 2200 per month)   |  | 26,400                  |
| <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 -   |  |                         |
| i) <b>Gratuity</b> : As per Payment of Gratuity Act   |  |                         |
| ii) <b>Insurance</b>  |  |                         |
| a) <b>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>INR 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>INR 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>INR 2 lakhs</b> . |  |                         |
| c) <b>Group Personal Accident Insurance (GPAI) coverage</b> : You would be enrolled under the Company's GPAI scheme with a cover of upto <b>INR 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.   |  |                         |