



**Provisional Offer : BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20234491454/Mumbai/BPS/BTN**

**Date:21/02/2024**

Dear Ms. Agnas Santhosh,

**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.

Private and Confidential

TCSL/DT20234491454

**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/DT20234491454/Mumbai/BPS/BTN** on \_\_\_\_\_(DD/MMM/YYYY).

Signature:

Name:

Date:



To,

**Name :** Akshay Bs

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Akshay Bs,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go

through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### Annexure A

- Career Level - 12
- Proposed role - **Packaged App Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,00,000**; this includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.
- **Individual Performance Bonus (IPB)** - At your career level, the maximum annual variable pay-out is estimated as **INR 25,500/-** subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance.
- **Maximum Annual Total earning potential – INR 3,25,500/-**
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 5,000 /-**  
Notional Insurance Premium paid by Company – **INR 13,700 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 3,44,200/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

“This is an electronically generated document does not require signatures”



**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20234470663/Bangalore/BPS/BTN**  
**Date:02/01/2024**

Dear Mr. George Joju,

**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.

Private and Confidential

TCSL/DT20234470663

**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/DT20234470663/Bangalore/BPS/BTN** on \_\_\_\_\_(DD/MMM/YYYY).

Signature:

Name:

Date:



To,

**Name :** Juhaina P M

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Juhaina P M,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go

through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### Annexure A

- Career Level - 12
- Proposed role - **Packaged App Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,00,000**; this includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.
- **Individual Performance Bonus (IPB)** - At your career level, the maximum annual variable pay-out is estimated as **INR 25,500/-** subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance.
- **Maximum Annual Total earning potential – INR 3,25,500/-**
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 5,000 /-**  
Notional Insurance Premium paid by Company – **INR 13,700 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 3,44,200/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

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**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/D[REDACTED]/Bangalore/BPS/BTN**  
**Date: 05/08/2024**

Mr. Antony Babu  
Kombarakkaran House Nadavaramba  
Nadavaramba  
Andanikulam  
Irinjalakuda-680661  
Kerala  
Tel# -

Dear Mr. Antony Babu,

**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 [REDACTED] 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.*

*Once you accept the terms of traineeship and also the medical check up and background check you will be given a date of appointment as a trainee. We will be providing the details of your joining date and other details of joining after completing the necessary formalities. If you have any queries, please contact us.*

*For more information, please contact the HR team at [REDACTED] or visit our website at [REDACTED].*



**Offer: BUSINESS PROCESS SERVICES**

████████████████████/Bangalore/BPS/BTN

Date: 13/08/2024

Mr. Lijo Ephrem  
Ambooken(H),Lokamaleswaram , Kodungallur Po  
Lokamaleswaram , Kodungallur Po  
Chambakulam  
Thrissur-680664  
Kerala  
Tel# 91-9846614210

Dear Mr. Lijo Ephrem,

**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 ██████████ 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. Training fee details of your joining date and other details of joining after completing joining formalities at the company office.

The appointment letter is subject to the company's standard terms and conditions. Please refer to the company's standard terms and conditions on the company website. If you have any queries, please contact the HR department.



To,

**Name :** P Krishna Veni Palakkadan Shaji

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear P Krishna Veni Palakkadan Shaji,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

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#### **Annexure A**

- Career Level - 12
- Proposed role - **Packaged App Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,00,000**; this includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.
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**Provisional Offer : BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20234474645/Bangalore/BPS/BTN**

**Date:23/02/2024**

Dear Mr. Sween Antony 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.

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Private and Confidential

TCSL/DT20234474645

**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>

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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/DT20234474645/Bangalore/BPS/BTN** on \_\_\_\_\_(DD/MMM/YYYY).

Signature:

Name:

Date: