

1513037 / ELTP / 2021

10-May-2021

Subject: Letter of Intent

Dear Daya Rani,

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 **Software Engineer Trainee 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 325,000 (Indian Rupees Three Hundred Twenty-Five Thousand Only)**.

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 of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% in HSC or equivalent course and minimum of First Class/60% in all other courses completed by you prior to your qualifying academic course, successfully completing any 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which in any case should not be later than **17-May-2021** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.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

  
Registrar  
Invertis University  
Bareilly

  
Director Corporate Relations  
Invertis University  
Bareilly

## Annexure – A

|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Total Cost to Company (TCC) (Per Annum)</b>                                                                                                                                                                                                                                                                                                                                                                                                              | <b>3,25,000</b> |
| <b>Components of Total Cost to Company</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |
| Basic (@30% of Total Fixed Pay)                                                                                                                                                                                                                                                                                                                                                                                                                             | 85,260          |
| HRA (@50% of Basic Pay)                                                                                                                                                                                                                                                                                                                                                                                                                                     | 42,630          |
| Conveyance (Grade-wise Fixed @ Rs. 800/- per month)                                                                                                                                                                                                                                                                                                                                                                                                         | 19,200          |
| Bonus/Statutory Bonus                                                                                                                                                                                                                                                                                                                                                                                                                                       | 24,000          |
| Employer's contribution to Provident Fund (@12% of Basic Pay)                                                                                                                                                                                                                                                                                                                                                                                               | 10,231          |
| <b>Flexible Components of TFP ^</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>1,02,878</b> |
| <b>Total Fixed Pay (Per Annum)</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>2,84,199</b> |
| Total Variable Pay (TVP) (Per Annum) (*)                                                                                                                                                                                                                                                                                                                                                                                                                    | 31,578          |
| <b>Total..... (A)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>3,15,777</b> |
| <b>Additional Benefits..... (B)</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>9,223</b>    |
| Gratuity                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 4,101           |
| Insurance Premiums (towards GTLI, GMIP and GPAI)                                                                                                                                                                                                                                                                                                                                                                                                            | 5,122           |
| <b>Total Cost to Company (Per Annum) -----(A) + (B)</b>                                                                                                                                                                                                                                                                                                                                                                                                     | <b>3,25,000</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          |
| <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>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> . |                 |
| 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>Rs. 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.                                                                                                                                                                                                   |                 |

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