LTI
Let's Solve

Date: November 14, 2019
Ref: LTI/HR/Campus/2020
Name: Yogesh More
College: R. J. College

<u>OFFER OF EMPLOYMENT</u>

Dear Yogesh More,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,60,404/-** as per the details mentioned in **'Annexure-1'.**

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in **'Annexure-2'**.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

<u>TERMS AND CONDITIONS</u>

1. **Increments and Promotions**
    Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**
    It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.
    Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**
    Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4.   Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5.   Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6.   Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the CampBuzz Portal (*https:\\campbuzz.lntinfotech.com*) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.
According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.

_____
Nikhil Govekar
Sr. Manager – Campus Recruitment

I have read the letter and accept the same.

_____
Signature and Date

Name : Yogesh More	Date : November 14, 2019	
Salary Grade : AT		
Components	**Rs. p.a.**	**Rs. p.m.**
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	**216,000**	**18,000**
Annual Incentive	10,000	
B. Total Variable (PA)	**10,000**	
C. Total Target Cash (A+B)	**226,000**	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaim Premium	4,140	
D. Retirals & Other Benefits	**34,404**	
Cost to Company (CTC) C+D	**260,404**	

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.
Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB).**

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

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ANNEXURE-2

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Eligibility Criteria for Non Engineering Candidates- 2020 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information science and Electronics
Age Criteria: As on 1st July of Passing year (2020)	Less than 23 years
Academic Gap:	Academic gap allowed only after the completion of the entire course i.e after SSC/after HSC or Diploma. **No year drop allowed.**
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA
	NOTE: • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above OR Equivalent CGPA
	Aggregate of all semesters AND all appeared subjects(irrespective of the University rule)
	Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	• **No active/live backlogs allowed at the time of the interview process** • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. •This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTS/Backlogs/Arrears and re-attempts due to absenteeism. •Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re- attempt/ATKT/Backlog/Arrear.
	• **No** Re-attempts/ATKTs/Backlogs/Arrears allowed in the **final semester of any course** • **Any pending** Re-attempts/ATKTs/Backlogs/Arrears in the **current course** (obtained after the interview process) **must be attempted and cleared** with the final semester examinations
Nature of Course:	All Full Time courses Only
Year of Passing:	2020 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS

Self Declaration :
1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Signature: _____

Name: _____

Mobile No: _____

College Name : _____

Today's Date: _____