



Date: 22nd July 2021

Name: Soundarya,

Address: 13/33 A rayapuram,
valluvar colony opposite Tirupur

Conditional Letter of Intent – Graduate Trainee

Dear Soundarya ,

With reference to your application and subsequent interview you had with us, we intend to make an conditional offer of employment to you with **Infinite Computer Solutions** for the position of **Graduate Trainee** and on subsequent completion of your engineering graduation with no backlogs, you would be appointed as “**Associate Software Engineer**” with a CTC of **3.05 L** per Annum.

The broad terms and conditions of your employment is mentioned below:

- Upon joining your base location will be either Bangalore/Chennai, however, should be open to work in any locations of Infinite including its client locations.
- You should be open for working in any role in software services/ product development like Development or Testing, Business Analysis etc.,
- You will undergo an internship program for 3 months (may change, depending on the business requirement) at Infinite with effect from **27th July-2021**.
- During the internship program, you will be designated as “**Graduate Trainee**” and offered a stipend of **INR 12000** per month (inclusive of TDS).
- Upon completion of your internship /exams, you will be designated as “**Associate Software Engineer**”.
- You would be required to sign a service agreement for a period of **24 months** from the start date of the internship program. If you leave the organization before the completion of the agreement period then you will have to pay penalty amount towards early exit, totaling to the amount invested by the organization on your training and skills development as mentioned in the Service Agreement.
- You would be required to submit 2 undated cheque leaves of INR 1.20 lac each from your personal/ Infinite salary account and original educational documents as per the service agreement. The same will be returned on completion of service agreement period.

On the day of your reporting, you are required to submit the following documents

1. Original documents (SSLC, PUC Marksheet, Degree/ Graduation Marks cards)
2. Photocopy of the above documents.
3. Documentary evidence of date of birth, address proof, ID proof (PAN, Passport, Aadhar Card)
4. Four passport size colored photographs
5. Copy of updated resume

The compensation structure and other terms and conditions of your employment would be as per the Appointment letter that would be issued to you on completion of Internship period.

For Infinite Computer Solutions India Ltd,

Vijaya Ganugapati
Vice President - Human Resources

Please confirm that you have read, understood and agree to the above Terms of Employment by signing below

Name: _____

Signature: _____

Date: _____