

Ref No: 15450618

21-Dec-2020

Bhuvana E



Dear Bhuvana,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Jr. Executive - Recruitment** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Chennai**.

Your Annual Total Compensation will be **Rs.440,000**. This includes an annual incentive indication of **Rs. 20,000**. This amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **15** months of your experience as relevant, which would be updated in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We request you to join us on or before **27-Jan-2021**.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note:

?This appointment is subject to satisfactory professional reference checks

?This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing

?Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

Suresh Bethavandu

**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature :**

**Date:**

## Annexure A

Name: Bhuvana E

Designation: Jr. Executive -  
Recruitment

Sl. No.	Description	Monthly	Yearly
1	Basic	12250	147,000
2	HRA*	7350	88,200
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	9550	114,600
	<b>Annual Gross Compensation</b>		<b>420,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>440,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>459,500</b>

As an associate you are also entitled to the following additional benefits:

?Floating Medical Insurance Coverage

?Round the Clock Group personal accident Insurance coverage

?Group Term Life Insurance Coverage

?Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010

?Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

?Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

#### **Provident Fund Wages**

?For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".

?Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

#### **ESI**

?Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month which includes any recurring (or) adhoc special payouts during the month

?Contribution to ESI shall be continued till end of the contribution period, if the Associate contributes even for one month in a contribution period

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for the calendar year and will be

paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

**Note:**

?Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

?Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details.*