

HCL INFOSYSTEMS LTD.

E-4, Sector 11, NOIDA 201 301, U.P., India

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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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HCL-INSYS/HRD/2008  
22-12-07

Mr. Saravanan S  
803, Bharathi Nagar, First Street, Kalingarayan,  
Palayam, Bhavani (Via), Distt. Erode, Tamil Nadu - 638301

**Sub : Appointment Letter of O.J.T.**

Dear Saravanan S,

With reference to your application and subsequent interview taken by us. We are pleased to admit you as On Job Trainee (OJT) in our organization. The following terms and conditions will apply to you : -

1. During your training period you will be given **Rs.2900/-pm** as Base stipend. You would also be eligible for training incentive upto **Rs.2600/-pm**, subject to your successful completion of training milestones / Syllabus every month. Thus you may get stipend upto **Rs.5500/-pm**, if you successfully undergo training. Any tax liability will be borne by you.  
The payment of training incentive will be reviewed in the beginning of every month for the previous month. In case your achievement is 100%, you will be eligible for training incentive of **Rs.2600/-pm**. In case your achievement is more than 50% but less than 100 % you will be eligible for training incentive of **Rs.1300/-pm**. In case it falls below 50% you will not get any training incentive but would receive only the monthly Base stipend.
2. Your training as OJT shall start on **22-12-07** and end on **31-12-08**. The traineeship can be extended for specified periods with mutual consent. You will be entitled to statutory benefits as per the respective acts and as per rules / policies of the company.
3. Your training as OJT will not give you any right of appointment or lien on any permanent post in the company.
4. Your Training is liable to be terminated without any notice and without assigning any reason.
5. The company will expect you to undergo training work with high standard of initiative, efficiency, loyalty & economy.
6. During your training with the company, you will be liable to transferred or deputed to any of the offices/ departments, manufacturing units of the company, Associates/Subsidiary/Group Companies, whether existing or to be setup/acquired any where in India, on similar terms and conditions of training.
7. During training with the company, you will be governed by the service rules & regulations of the company in force or as introduced or amended from time to time. You will be governed by company's policy & rules regarding misconduct, indiscipline and other matters.
8. You are required not to divulge, communicate or pass on any information in any aspect of the company to any one not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in this training letter including the fixed period of training.
9. You are required to deal with the company's money, material, equipment, document and any other property with utmost honesty and professional ethics, if you are found guilty at any point of time of moral turpitude or dishonesty in dealing with the property of the company or of theft or of misappropriation regardless of the value involved, your engagement would be terminated with immediate effect notwithstanding any other terms & conditions mentioned in training letter.
10. You have been allowed as OJT on the presumption that the particulars furnished by you in your application, and Bio-Data are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, the engagement with the company shall stand terminated / cancelled without any notice.
11. If during the period of your training, the management comes to the conclusion that you have committed any misconduct, the management may dismiss you from the training as per service rules of the company for your category of trainees.
12. The training and its continuance is subject to the OJT being found and remaining physically and mentally fit and certified as such by a qualified registered medical practitioner authorized by the company. The opinion of the qualified doctor nominated by the company shall be final and binding on the parties.
13. You are required not to engage yourself in any other gainful commercial employment, business or activity, part time or full time, directly or indirectly simultaneously as long as you are under OJT with M/s HCL Infosystems Ltd. or engage yourself directly or indirectly in any other profitable business connected with the dealing or activity of the company in any way. Any action to the contrary would render your training liable for termination notwithstanding any other condition in this training letter.
14. At the time of joining, you will be required to submit your school/degree/diploma certificate/mark sheet (including school date of birth certificate), passport size photograph, address proof.
15. Every tool, equipment, machine, materials on which you will train, shall always be treated as in trust with you and any damage except normal wear and tear, caused to any of these things would be treated as breach of trust on your part rendering you liable for action.
16. You are requested to join on **22-12-07** and report to **Mr. Sudharsana K. N.** at **HCL INFOSYSTEMS LTD., SSO -SD, Bangalore** as On Job Training. In case you fail to join on that date, this letter of training will become ineffective.

Should you find the above terms and conditions acceptable, please return the duplicate copy of this letter duly signed by you in token of your having accepted the offer.

With Best Wishes  
For HCL Infosystems Ltd.

  
G. P. KAZRA  
HUMAN RESOURCE DEPTT.

**HCL INFOSYSTEMS LTD.**

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**HCL-INSYS/HRD/412164/2008**  
05/12/2008

**Mr. Saravanan S**  
803, Bharathi Nagar, First Street,  
Kalingarayan, Palayam, Bhavani (Via),  
Distt. Erode, Tamil Nadu - 638301

**Dear Saravanan ,**

*This has reference to our On the job Training letter No.HCL-INSYS/HRD/2007 dated 22/Dec/07. We are pleased to inform you that your training period is extended further upto 31/12/2009.*

*Please note that your stipend stand revised as under with effect from :01/01/2009*

**Basic Stipend : Rs.3500/- per month**  
**Incentive on Achievement of Target : Rs.2500/- per month**

*You will continue to report to Mr. T. Marimouthou at ESO-SD, Bangalore. All other terms and conditions of the above mentioned letter remain unchanged.*

*With best Wishes,*

**For HCL INFOSYSTEMS LIMITED,**



**G.P. KALRA**  
**HUMAN RESOURCE DEPTT.**

**HCL**

HCL-INSYS/HRD/412164/2009  
April 28<sup>th</sup>, 2009

**TO WHOMSOEVER IT MAY CONCERN**

*This is to certify that Mr. Saravanan S. was imparted On-Job Training in SSO department of our organization from 22<sup>nd</sup> December 2007 to 21<sup>st</sup> February 2009. Through out his training he was found very good.*

*We wish a very bright career for him in future.*

**For HCL INFOSYSTEMS LIMITED,**

  
**G. P. KALRA**  
**HUMAN RESOURCE DEPTT.**

