

## Letter of Intent

To,  
Darbha Naga Siva Keerthana

Address, - Flat 502 Krishna Godavari block, Chandrika Avanthika, Chakradwarabandham, East Godavari, 533296.

Dear Darbha Naga Siva Keerthana,

With reference to your application and candidature submitted to our Company, we take pleasure in evaluating and exploring the opportunity to Offer you the position of **“Trainee” in “Grade T0/T1”** with Atos Global IT Solutions and Services Pvt Ltd (referred as “Atos or Company”). We are pleased to inform that your candidature has been shortlisted for Training Program organised by Atos. Your offer is conditional subject to successful completion of training program and clearing the assessment/s (together known as “Training and assessment Program”) undertaken by Atos.

Subject to your successful completion of Training and assessment Program, selection and further documentation process, a detailed appointment letter will be issued to you, which will contain the following details:

- Date of Joining.
- Joining location.
- Other terms and condition.

The date of joining and the location of posting will be based on business requirements.

Atos solely reserves the right to make any changes to the date of joining and the location of posting.

Upon joining Atos,

1. You are expected to enter into an employment agreement with the Company which shall contain details including the scope, terms and conditions of your employment and various obligations with the Company.
2. You will be on probation for a period of 1 year as determined by the Company from your date of joining and subject to satisfactory performance your employment will be confirmed at the end of probation or such other extended period as the Company deems fit.
3. Your selection and further procedure ahead are subject to your being found medically fit to perform roles and responsibilities in Atos, successfully completion of training, selection and documentation process, with the specified eligibility criteria informed to you during selection process.
4. Atos reserves the right to make any changes to the training program, assessment/s, selection criteria at any time.
5. The terms of this letter of intent shall remain confidential and are not to be disclosed to any third party.
6. Upon successful completion of your training imparted, assessment/s conducted, and further final selection by Atos, a separate appointment letter will be issued to you by the Company with grade-position along with details of CTC.

7. You may note that this letter should neither be construed as an Offer of Employment from Atos nor should it in any manner confirm our obligations to make you an offer of employment. We may, at any time revoke this Letter of Intent considering incomplete documentation, failure to fulfil the eligibility criteria, background verification or failure to complete Training Program successfully or at our discretion.
8. Your access and use of the training site and any information, materials or documents (collectively defined as "Content and Materials") therein are subject to the following restrictions and prohibitions on use: You may not,
  - a) Copy, print (except for the purpose of self-learning), republish, display, distribute, transmit, sell, rent, lease, loan or otherwise make available in any form or by any means all or any portion of the Site or any Content and Materials retrieved there from
  - b) Make any portion of the Site available through any timesharing system, service bureau, the Internet, or any other technology now existing or developed in the future.
  - c) Share User-Id and password with any other person.

We request you to confirm to us your acceptance of above terms and conditions herein by signing and returning the copy of this letter to recruitment team ([siddarth.koul@atos.net](mailto:siddarth.koul@atos.net) and [nanda.ancelm.external@atos.net](mailto:nanda.ancelm.external@atos.net)) within 02 days from issuance of this letter, failing which this letter of Intent shall stand withdrawn/cancelled automatically. Should you have any query, please do not hesitate to contact Campus Recruitment team ([siddarth.koul@atos.net](mailto:siddarth.koul@atos.net) and [nanda.ancelm.external@atos.net](mailto:nanda.ancelm.external@atos.net)).

We look forward to hearing from you soon and wish you a rewarding career with Atos

Thanking you.

Yours Sincerely,

**From & behalf of Atos Global IT Solutions and Services Pvt Ltd,**

Offer Management Team