

Date: 10<sup>th</sup> Feb, 2019

www.hcl.com

Ms. B Santhoshimatha,

Aditya College of Engineering and Technology, Surampalem.

Subject: Letter of Intent ("LOI")

Dear B Santhoshimatha,

Following your interview with HCL Technologies Limited, we are pleased to inform you that you have been selected for the role of **Member Technical Engineer**. This letter of intent will be subjected to the following terms & conditions:

1. You are required to successfully complete the **B.Tech** within the final academic year
2. We intend to on-board you at HCL in **July' 2019**, and your Cost to Company ('CTC') on joining HCL will be **INR 3.50 LPA**
3. You will be given an Offer Letter with detailed terms and conditions of employment prior to the joining date for you to take an informed decision.
4. Your on boarding process will begin as soon as you submit the Bonafide Certificate from College.
5. To accept this **LOI**, you must sign and return a scanned copy of this letter (*pdf, JPEG or any other readable format*) to **Shaik Ahmed Alisha** at the email address mentioned below, within **10 days** of your receipt of this **LOI**.
6. Please note that this LOI is not an offer or a legally binding contract of employment. It is clarified that the offer of appointment is subject to successful completion of your qualifying exams with no arrears and **85%** as overall or equivalent. Also, the LOI is conditional to the fact that all information furnished by you in your application is correct and you have not suppressed material information regarding your qualification, experience, identity etc., In case any of the above conditions/requirements detailed above is not fulfilled, this LOI will stand null and void, without any liability of HCL whatsoever.
7. This LOI is valid till **31<sup>st</sup> July, 2019**.

**Address:**

**HCL Technologies Limited**, Velagapudi Ramakrishna Siddhartha Engineering College, Computer Science Block, Kanuru, Vijayawada, Andhra Pradesh - 520007.

Should you require any clarification, please feel free to contact **Shaik Ahmed Alisha** at [ahmedalishas@hcl.com](mailto:ahmedalishas@hcl.com).

For HCL Technologies Limited

Accepted: ☒ (Yes / No)



Amrita Das  
Vice President, Head-Global Rewards



Name & Signature of the Candidate

(**BATREDDI SANTHOSHIMATHA**)

**HCL TECHNOLOGIES LTD.**

Corporate Identification Number : L74140DL1991PLC046369

8. M.T.H Road, Ambattur Industrial Estate, Ambattur, Chennai - 600 058. T N. India.

Tel: +91 44 4396 8000 Fax: +91 44 4396 7004

Registered Office : 806 Siddharth, 96, Nehru Place, New Delhi - 110 019. India.

[www.hcltech.com](http://www.hcltech.com)

[www.hcl.com](http://www.hcl.com)

**Annexure A**

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
  - a. 10<sup>th</sup> Certificate and mark sheet
  - b. 12<sup>th</sup> Certificate and mark sheet
  - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post-graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of HCL Technologies Private Limited offer letter

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.