



Certified Skill Development (CSD) Training Program Offer

25-Oct-2023

Candidate ID: 24651081

Nivedita L Udupudi
B.E. Computer Science
SJPN Trust's Hirasugar Institute of Technology, Belgaum

Dear **Nivedita L Udupudi**,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your acceptance to the Letter of Intent, we are pleased to offer you a Certified Skill Development (CSD) Training Program on premises with us **for a period of 3 to 6 months**. Your CSD Training Program onboarding will be scheduled as per our business requirements and shall be communicated to you in writing.

During this CSD Training Program period, you will be provided with a stipend of **INR 12,000** per month equated to the planned duration of the CSD Training Program curriculum. The stipend will be paid only subject to successful completion of milestones as defined in the curriculum, your performance and attendance prior to the monthly stipend processing window for a given month. Cognizant will not encourage any other claim with regard to compensation or other statutory payments or reimbursements and it is hereby clarified that participation in this CSD Training Program and/or during the course of completing this CSD Training Program you shall not be entitled for any benefits paid or made available to that of Cognizant employees.

Though this Cognizant CSD Training Program is a pre-requisite skill and capability development program, it does not guarantee employment with Cognizant and there is no employer – employee relationship during the course of this CSD Training Program. However, the successful completion of this CSD Training Program will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future. Also, you shall be provided with a Certificate of Completion upon you successfully completing this CSD Training Program which can be included within your resume.

You will be provided a learning curriculum as per the skill track assigned to you. The learning design would expect you to drive your learning through hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed CSD Training Program. In the event of unsatisfactory performance during the CSD Training or non-completion of the CSD Training, no Certificate of Skill Development shall be issued by Cognizant. Cognizant reserves rights at its sole discretion to revoke its Letter of Intent.

Section A: Terms and Conditions:

1. The CSD Training Program timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the CSD Training Program. The CSD Training Program would be terminated if the mandatory requirement of minimum 90% attendance at office is not met in a month.

2. CSD Training Program associates are covered under Cognizant's calendar holidays of the respective location of where the Training Program is conducted, and you would need to adhere with minimum

- attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and CSD Training Program would be terminated if leaves are availed without prior approvals.
3. You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your CSD Training Program would be terminated.
 4. The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your CSD Training Program would be terminated.
 5. After successful completion of your CSD Training Program, if there is a business demand which expects you to get skilled on a different skill set, you would be expected to get skilled in that required application, failing which your Letter of Intent will be revoked.
 6. Stipend payment will be done for the prescribed CSD Training Program period only and no additional payment will be done for any delay in completion. Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.
 7. There would be zero tolerance to plagiarisms and misconduct during the CSD Training Program. Adherence to Cognizant policies and guidelines is mandatory and any breach of incident reported will lead to immediate cancellation of this CSD Training Program without any notice. You would be required to complete Cognizant mandatory trainings such as Code of Conduct and AUP within the given timelines.
 8. During the course of your CSD Training Program and at all times, you shall be governed by Cognizant's Social Media Policy and shall, refrain from posting malicious, libelous, defamatory, false, obscene, political, anti-social, abusive, and threatening messages/statements or disparaging the Company, clients, associates, competitors, or suppliers or any third parties, irrespective of whether any such statements are likely to cause damage to any such entity or person. Any breach of this section would lead to immediate termination of this CSD Training Program.
 9. Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the CSD Training Program period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
 10. It is hereby clarified that participation in this CSD Training Program shall not constitute you to be an employee of Cognizant nor obligates Cognizant for any purpose whatsoever. The scope of this CSD Training Program does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this document.
 11. Cognizant holds all rights to cancel this CSD Training Program Offer due to non-conformance of performance benchmark or moral code of conduct or in case of you failing to participate in the CSD Training Program within the given date/timeline or for such other any reasons upon providing written communication of the same to you. Upon such cancellation of this CSD Training Program Offer, your access and participation in the CSD Training Program shall stand terminated.
 12. At the time of your reporting for the CSD Training Program, you will be required to sign a Non - Disclosure Agreement with the Cognizant. During the course of your CSD Training Program and after completion of the same, you are required to maintain strictest confidentiality with respect to Cognizant's proprietary or products that you access or come into contact with, during your project under this CSD Training Program, at all times as per our Policy. You shall not use Cognizant proprietary information or products for any purpose. Any breach of information security will be dealt as per Cognizant Policy.
 13. This CSD Training Program Offer shall be **valid for 3 calendar days** from the date of this Offer, hence you are requested to accept or decline this CSD Training Program Offer **within 3 days** and are also requested to submit the mandatory documents **within 7 calendar days** from the day of accepting your CSD Training Program offer as part of your Pre-joining & Background Verification (BGV) process. In case you don't comply to the above timelines, this Offer shall stand withdrawn and will be considered as cancelled. Any official written extension to the offer validity and the above-mentioned timelines will be at the sole discretion of Cognizant.

14. For avoidance of doubt, it is herewith stated that the CSD Training Program shall stand cancelled on the below scenarios as well:

- a. In the event of you accepting this CSD Training Program Offer but not joining into the CSD Training Program on the specified date and at specified location of onboarding.
- b. In the event of you not accepting this CSD Training Program Offer or failing to communicate acceptance **within 3 calendar days** as stated above
- c. For such other operational, regulatory reasons including breach of terms herein.

Thereupon, your access shall also stand revoked, and Cognizant shall not be obligated to extend nor be liable for any claims due to termination of this CSD Training Program Offer.

On any of the above-mentioned scenarios (Refer to **Section A: Terms and Conditions**), if your CSD Training Program has been terminated then your Letter of Intent would also be revoked.

You hereby consent for Cognizant to collect, process the data submitted by you for background verification.

Below are the **mandatory documents** to be submitted as part of your **Background Verification**:

- Your Pan Card
- Letter of Authorization (LOA) which should be downloaded from the BGV application hand signed with your name and date and reuploaded back to the application

Below are the **mandatory documents** to be submitted as part of your **Pre-joining formalities**:

- 2 Passport sized Photographs preferably with a Grey / White background
- Personal individual bank account from a nationalized bank for processing stipend

In case of additional queries or concerns, you can raise a query at <https://campus2cognizant.cognizant.com/Pages/PreLogin>.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**,



Maya Sreekumar
Vice President - Human Resources

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

Signature:

Date: