



Provisional Offer : BUSINESS PROCESS SERVICES  
Ref: TCSL/DT20184241744/Kolkata/BPS/BTN  
Date:20/04/2018

Dear Ms. Iswarya Bose,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

TCS Confidential

**TATA CONSULTANCY SERVICES**

1

TCS House Raveline Street Mumbai 400 001 India  
Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com  
Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021.

# WEST BENGAL STATE UNIVERSITY

LIST OF CANDIDATES, WHOSE MARKSHEET ARE ISSUED PART-III EXAMINATIONS, 2018 (REGULAR)

COLLEGE : 107

SLNO	MRK. SHT.	SLNO	ROLLNO	REGNO	NAME
573	318-05972	318211607340	1071521402022	PIYALI SIL	
574	318-05973	318111607342	1071511402027	AVHISEK PAUL	
575	318-05974	318211607343	1071521402338	RIMA DAS	
576	318-05975	318211607345	1071521402058	SONALI DAS	
577	318-05976	318211607346	1071521402339	DEBAROTI DEY	
578	318-05977	318211607347	1071521402023	SUDESHNA MODAK	
579	318-05978	318111607348	1071511102012	SUBHANKAR DAS	
580	318-05979	318211607350	1071521402015	SNIGDHA MUKHERJEE	
581	318-05980	318211607351	1071521402063	ASHMITA DHAR	
582	318-05981	318211607352	1071521402019	SHILPA SADHU	
583	318-05982	318211607353	1071521402342	MOUSUMI SIKDAR	
584	318-05983	318211607354	1071522402079	FIRDOSH NAZ	
585	318-05984	318211607355	1071521402021	ANUSREE PAUL	
586	318-05985	318211607356	1071521402010	MONALI CHAKROBORTY	
587	318-05986	318211607358	1071521302039	SWEETY GHOSH	
588	318-05987	318211607360	2014006012	MAMPI MONDAL	
589	318-05988	318211607363	1071521402033	SUNANDA MANDAL	
590	318-05989	318211607366	1071522402014	BILKISS BEGAM	
591	318-05990	318211607367	1071521402049	MADHUMITA PAUL	
592	318-05991	318211607368	1071521402036	MOUSUMI SAHA	
593	318-05992	318111607369	1071511402017	SAIKAT PAUL	
594	318-05993	318211607370	1071521402051	SOMALI SAHA	
595	318-05994	318211607372	1071521402041	JYOTI SHAW	
596	318-05995	318111607373	1071511402024	RAHUL DAS	
597	318-05996	318211607374	1071521402028	PAROMITA DUTTA	
598	318-05997	318211607375	1071521102018	SUPRIYA DHALI	
599	318-05998	318111607376	1071511402334	PABITRA DAS	
600	318-05999	318111607377	1071511402047	SOUMYADEEP SARKAR	
601	318-06000	318211607378	1071521402443	PUJA GOSWAMI	
602	318-06001	318211607379	1071521402448	<b>ISWARYA BOSE</b>	
603	318-06002	318211607380	1071522402099	ROKSAR	
604	318-06003	318211607381	1071521102073	ARPITA BISWAS	
605	318-06004	318211607382	1071521402085	SHREYA SAHA	
606	318-06005	318111607383	1071511402346	RITAM CHOWDHURY	
607	318-06006	318211607384	1071521102065	DIPANITA MANDAL	
608	318-06007	318111607385	1071511402093	SHUVAJIT GALUI	
609	318-06008	318211607386	1071522402117	JAHAN ARA	
610	318-06009	318211607387	1071521402089	SUBARNA PAUL	
611	318-06010	318211607388	1071521402105	MEGHA BOSE	
612	318-06011	318211607389	1071522402094	ASIFA NAHID	
613	318-06012	318211607391	1071521402104	SOUMITA CHAKROBORTY	
614	318-06013	318111607392	1071512402110	MD MUSTAFA ANSARI	
615	318-06014	318211607393	1071521402083	AMRITA DAS	
616	318-06015	318211607394	1071521402358	ABRITI DAS	
617	318-06016	318211607395	1071521102075	SUSMITA MANDAL	
618	318-06017	318211607396	1071522402348	ZENAT REYAZ	
619	318-06018	318211607397	1071521402355	ESITA DEY	
620	318-06019	318111607398	1071511402345	DEEP SUR ROY	
621	318-06020	318211607399	2014006132	NISHA ROY	
622	318-06021	318211607400	1071521402108	JAYATI BHOWMICK	
623	318-06022	318211607401	1071521102086	SHAOLI PATRA	
624	318-06023	318211607402	1071521402446	PRIYA ADHIKARY	



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20184251395/Kolkata/BPS/BTN**  
**Date: 27/04/2018**

Mr. Md Imran  
17 Mala Para Ghat Road  
Kali Tala Sporting Club  
Kolkata-700058  
West Bengal  
Tel# -7003494148

Dear Mr. Md Imran,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **10,250/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

- a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



**3. Social Security - Employees' State Insurance:**

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

**4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial . For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

**5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

**6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

**TERMS OF TRAINEESHIP**

**1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.



## **2. Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

## **3. Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

## **4. Leave:**

You will be entitled for leaves as per the company's policy.

## **5. Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

## **6. Alternative Occupation / Traineeship:**

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.



**7. Confidentiality Agreement:**

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

**8. TATA Code of Conduct:**

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL.

**9. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**10. Medical Test:**

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**11. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background



checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

## **12. Submission of Documents:**

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

## **13. Initial Learning Programme (ILP)**

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **14. Letter of Appointment**

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

## **15. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India

## **16. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.





**17. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited

**Rustom Beheram Siganporia**  
**Head Talent Acquisition, TCS Business Process Services**



Encl: Annexure 1: Acceptance



## **ANNEXURE 1**

### **For the candidate to complete:**

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20184251395/Kolkata/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).

I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

# WEST BENGAL STATE UNIVERSITY

LIST OF CANDIDATES, WHOSE MARKSHEET ARE ISSUED PART-III EXAMINATIONS, 2018 (REGULAR)  
COLLEGE : 107

SLNO	MRK. SHT.	SLNO	ROLLNO	REGNO	NAME
729	✓318-06128		318211607517		
730	✓318-06129		318211607518	1071522402138	NADRA PARWEEN
731	✓318-06130		318211607519	1071522302123	SONI KHATOON
732	✓318-06131		318211607520	1071522302192	SHAMA PARVEEN
733	✓318-06132		318111607521	1071522402161	YASMIN PARVEEN
734	✓318-06133		318211607522	1071512302199	SHAHID IMAM
735	✓318-06134		318111607523	1071522302197	RUKSHANA KHATOON
736	✓318-06135		318211607524	1071512302195	GHULAM GHOUS
737	✓318-06136		318111607525	1071522402139	KAHKASHAN TARANNUM
738	✓318-06137		318111607526	1071512402126	SAMEER HUSSAIN
739	✓318-06138		318211607527	1071512302134	ASIF JAMAL MAZHARI
740	✓318-06139		318211607528	1071521401075	SUDESHNA GHOSH
741	→ ✓318-06140	→	318111607529	→ 1071521401039	→ SUPRIYA CHOWDHURY
742	✓318-06141		318211607530	1071521401009	MD IMRAN
743	✓318-06142		318111607531	1071521401027	SHELLEY DAS
744	✓318-06143		318111607532	1071511301112	SHUBHRA SHEKHAR BISWAS
745	✓318-06144		318111607532	1071511401091	SANU PAUL
746	✓318-06144		318211607533	1071521401046	ANKITA PAUL
747	✓318-06145		318211607534	1071521101006	PREETI MONDOL
748	✓318-06146		318211607535	1071521401124	MONIKA GUPTA
749	✓318-06147		318111607536	1071511401038	SIRSHENDU BANIK
750	✓318-06148		318111607537	1071511401067	GOPAL GHOSH
751	✓318-06149		318111607538	1071511401098	AJAY JAIN
752	✓318-06150		318111607539	1071511401192	AVIRUP PODDER
753	✓318-06151		318211607540	1071521401221	DISHANI DAS
754	✓318-06152		318111607541	1071511301012	GOPAL JADAV
755	✓318-06153		318111607542	1071511401198	RONI SAHA
756	✓318-06154		318211607543	1071521301094	RIMA GHOSH
757	✓318-06155		318111607544	1071511101069	SUVAJIT ROY
758	✓318-06156		318111607545	1071511401173	SOUMEN DAS
759	✓318-06157		318211607546	1071521401130	ANWESHA CHOWDHURY
760	✓318-06158		318111607547	1071512301167	MD MUSTUFA
761	✓318-06159		318211607548	1071521401035	RITUJA GHOSH
762	✓318-06160		318111607549	2014006799	GOUTAM DEY
763	✓318-06161		318111607550	1071512401168	MD RAASHID ALI
764	✓318-06162		318211607551	1071521401131	SUSMITA DUTTA
765	✓318-06163		318211607552	1071521401030	SOMASREE GANGULY
766	✓318-06164		318111607553	1071511401106	KAUSTAV BASAK
767	✓318-06165		318111607554	1071511401113	PROTAP BISWAS
768	✓318-06166		318111607555	1071512401090	MD SOHAIL SAYEED
769	✓318-06167		318111607556	1071511101023	DEBOJYOTI SAHA
770	✓318-06168		318211607557	1071521401093	SWARNALI KAR
771	✓318-06169		318111607558	2014006849	PRASENJIT DAS
772	✓318-06170		318111607559	1071511101165	KAUSHIK BISWAS
773	✓318-06171		318111607560	2014006760	SOUVIK SHAW
774	✓318-06172		318111607561	1071511401056	SOM BHOWMICK
775	✓318-06173		318111607562	1071511401072	ARKADEV SAHA
776	✓318-06174		318211607563	1071521401050	TRISHITA SARKAR
777	✓318-06175		318111607564	1071512401195	FIROJ AHMED
778	✓318-06176		318111607565	1071511401066	SURAJIT PATRA
779	✓318-06177		318111607566	1071512401107	MD SALIM
780	✓318-06178		318211607567	1071521401019	SUSMITA BARAI
	✓318-06179		318211607568	2014006773	SRUTI CHANDA



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20184250547/Kolkata/BPS/BTN**  
**Date: 27/04/2018**

Mr. Mobassir Javed Anwar  
67/83 Kumar Para P.O.-Kamarhati  
Kamarhati Urdu Primary School  
Kolkata-700058  
West Bengal  
Tel# 91-9831205742

Dear Mr. Mobassir Javed Anwar,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **10,250/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

- a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



**3. Social Security - Employees' State Insurance:**

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

**4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

**5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

**6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

**TERMS OF TRAINEESHIP**

**1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.



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During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

## **3. Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

## **4. Leave:**

You will be entitled for leaves as per the company's policy.

## **5. Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

## **6. Alternative Occupation / Traineeship:**

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.





**7. Confidentiality Agreement:**

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

**8. TATA Code of Conduct:**

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL.

**9. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**10. Medical Test:**

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**11. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background



checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

## **12. Submission of Documents:**

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

## **13. Initial Learning Programme (ILP)**

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **14. Letter of Appointment**

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

## **15. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India

## **16. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.



**17. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited

**Rustom Beheram Siganporia**  
**Head Talent Acquisition, TCS Business Process Services**



Encl: Annexure 1: Acceptance



## **ANNEXURE 1**

### **For the candidate to complete:**

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20184250547/Kolkata/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).

I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

# WEST BENGAL STATE UNIVERSITY

LIST OF CANDIDATES, WHOSE MARKSHEET ARE ISSUED PART-III EXAMINATIONS, 2018 (REGULAR)  
COLLEGE : 107

SLNO	MRK. SHT.	SLNO	ROLLNO	REGNO	NAME
625	✓318-06024	318211607403	1071521402187	DEBJANI SAHA	
626	✓318-06025	318211607404	1071521402100	SHREYA CHOWDHURY	
627	✓318-06026	318211607405	1071521402120	DEBLINA SARKAR	
628	✓318-06027	318211607406	1071521102074	MOUMITA SARKAR	
629	✓318-06028	318211607407	1071521302070	DEBOLINA SHIL	
630	✓318-06029	318211607408	1071521402116	MANISHA SEN	
631	✓318-06030	318111607409	1071511102067	AKASH KUMAR DAS	
632	→ ✓318-06031 →	318111607410 →	1071512302078 →	<b>MOBASSIR JAVED ANWAR</b>	
633	✓318-06032	318111607411	1071511402090	PULAK PAUL	
634	✓318-06033	318111607412	1071511402357	SUBHAM GUPTA	
635	✓318-06034	318111607413	1071511402385	BISWAJIT CHAKRABORTY	
636	✓318-06035	318211607414	1071521402368	ANAMIKA SEAL	
637	✓318-06036	318211607415	1071521402207	ANAMIKA MITRA	
638	✓318-06037	318211607416	1071521402228	SUJATA CHOWDHURY	
639	✓318-06038	318111607417	1071511402242	BIJOY DALAI	
640	✓318-06039	318211607419	1071521402210	PAPIYA DAS	
641	✓318-06040	318211607420	1071521402379	SARNALI SARKAR	
642	✓318-06041	318211607421	1071521402364	PRATHAMA PAUL CHOWDHURY	
643	✓318-06042	318211607422	1071521402216	NAYANIKA DATTA	
644	✓318-06043	318211607423	1071521302365	SANGITA DEBNATH	
645	✓318-06044	318111607424	1071512402238	MD SURAJ	
646	✓318-06045	318111607426	1071511402225	PRASENJIT MAJUMDER	
647	✓318-06046	318111607427	1071512402233	ARIF HOSSAIN	
648	✓318-06047	318211607428	1071522302201	RUBINA SHAHEEN	
649	✓318-06048	318211607429	1071522302212	TAHERA KHATOON	
650	✓318-06049	318211607431	1071522402215	TASLIMA KHATUN	
651	✓318-06050	318111607433	1071511102227	RAJA DAS	
652	✓318-06051	318211607434	1071521402223	ARPITA CHOWDHURY	
653	✓318-06052	318211607435	1071521402367	MANDIRA DEY	
654	✓318-06053	318211607436	1071521402205	MANISHA DEY	
655	✓318-06054	318111607438	1071511102374	MONOJIT ROY	
656	✓318-06055	318211607440	1071524202369	MOUMITA BARUA	
657	✓318-06056	318211607441	1071521402222	SAYANI BHOWMICK	
658	✓318-06057	318111607442	1071511402241	DEEP BANERJEE	
659	✓318-06058	318111607443	1071511402186	SANDIPAN DEY	
660	✓318-06059	318111607444	1071511402389	TANMAY SARKAR	
661	✓318-06060	318211607445	1071521102158	MOUSUMI GHUGHU	
662	✓318-06061	318111607446	1071511102160	KANAI CHANDRA BARMAN	
663	✓318-06062	318211607447	1071521402171	MAITRAYEE ROY	
664	✓318-06063	318211607448	1071521402163	SAMHITA SENGUPTA	
665	✓318-06064	318211607449	1071521402172	SHRADHYA DUTTA	
666	✓318-06065	318211607450	1071521402181	TIYASHA BID	
667	✓318-06066	318111607451	1071511402166	RATHIN NANDI	
668	✓318-06067	318211607452	1071521402188	SURABHI CHATTERJEE	
669	✓318-06068	318211607453	1071521402168	DEBASREE CHAKRABORTY	
670	✓318-06069	318211607454	1071521402180	CAMELLIA CHATTERJEE	
671	✓318-06070	318211607455	1071521402159	RIYA KARMAKAR	
672	✓318-06071	318211607456	1071521402165	MOUMITA MAJI	
673	✓318-06072	318211607457	1071521402173	MADHURIMA BHOWMIK	
674	✓318-06073	318211607458	1071521102299	RUMA GOLDER	
675	✓318-06074	318211607459	1071521402307	NABANITA ROY	
676	✓318-06075	318211607460	1071521402304	JANWABI CHAKRABORTY	



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20184243879/Kolkata/BPS/BTN**  
**Date: 27/04/2018**

Ms. Swetha Ghosh  
Lane No. 3 Vivekananda Nagar (Karbala). P.O.Box Madhyamgram Bazar No.3  
Near Shreepur Exchange  
Kolkata-700130  
West Bengal  
Tel# 91-9836939685

Dear Ms. Swetha Ghosh,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **10,250/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

- a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.





**3. Social Security - Employees' State Insurance:**

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

**4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

**5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

**6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

**TERMS OF TRAINEESHIP**

**1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.



## **2. Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

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You will be entitled for leaves as per the company's policy.

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During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.



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As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

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You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL.

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Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

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Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background



checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

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At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
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- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

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On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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You will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

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The above terms and conditions of traineeship are specific to your traineeship period in India

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**17. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited

**Rustom Beheram Siganporia**  
**Head Talent Acquisition, TCS Business Process Services**



Encl: Annexure 1: Acceptance



## **ANNEXURE 1**

### **For the candidate to complete:**

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20184243879/Kolkata/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).

I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

# WEST BENGAL STATE UNIVERSITY

LIST OF CANDIDATES, WHOSE MARKSHEET ARE ISSUED PART-III EXAMINATIONS, 2018 (REGULAR)

COLLEGE : 107

SLNO	MRK. SHT.	SLNO	ROLLNO	REGNO	NAME
833	✓ 318-06232	318211607621	1071521403077	SWETHA GHOSH	
834	✓ 318-06233	318211607622	1071522403029	AFREEN TABASSUM	
835	✓ 318-06234	318111607623	1071511103003	DIPRAJ PANDEY	
836	✓ 318-06235	318211607624	2014007144	PARAMITA BHOWMICK	
837	✓ 318-06236	318211607625	1071521403013	NUPUR ADHIKARY	
838	✓ 318-06237	318111607626	2014007153	NILOY GHOSH DASTIDAR	
839	✓ 318-06238	318211607627	1071521403360	RITI PAUL	
840	✓ 318-06239	318211607628	1071521403033	RESHMI MITRA	
841	✓ 318-06240	318111607629	1071511403025	SUMAN HORE	
842	✓ 318-06241	318211607630	1071521403022	KRITIKA DEBNATH	
843	✓ 318-06242	318211607631	1071521403041	SWARNALI BOSE	
844	✓ 318-06243	318111607632	1071511403400	TUHIN MUKHERJEE	
845	✓ 318-06244	318111607633	2014007142	HARSHA BHATTACHERYEE	
846	✓ 318-06245	318111607634	1071511403035	SANJIB GHOSH ROY	
847	✓ 318-06246	318211607635	2014007161	PAPIYA BANERJEE	
848	✓ 318-06247	318211607636	1071521103001	DEBARATI RAY	
849	✓ 318-06248	318211607637	1071521403045	PARSONI GUPTA	
850	✓ 318-06249	318111607638	1071511403042	AKASHDEEP DEB	
851	✓ 318-06250	318211607639	1071522303014	NURSABA KHATUN	
852	✓ 318-06251	318211607640	1071521403038	BEAUTY MONDAL	
853	✓ 318-06252	318211607641	1071521403362	PAYAL KUNDU	
854	✓ 318-06253	318111607642	1071512303010	BABUL MONDAL	
855	✓ 318-06254	318211607643	1071521303383	SUDESHNA SARKAR	
856	✓ 318-06255	318211607644	1071521103359	PIYALI BISWAS	
857	✓ 318-06256	318211607645	2014007170	BARNALI SAHA	
858	✓ 318-06257	318111607646	1071511103009	RAJIB MRIDHA	
859	✓ 318-06258	318111607647	1071511403024	SUVAM DUTTA	
860	✓ 318-06259	318111607648	1071512403034	RAHUL SHEIKH	
861	✓ 318-06260	318211607649	1071521403047	TANIMA SHOM	
862	✓ 318-06261	318111607650	1071511403016	TARUN DAS	
863	✓ 318-06262	318211607651	1071521403039	ANISHA CHATTERJEE	
864	✓ 318-06263	318111607652	2014007171	RUPAM DAS	
865	✓ 318-06264	318111607653	1071511403160	SAIKAT KAR	
866	✓ 318-06265	318111607654	1071511403172	SOURAV BANERJEE	
867	✓ 318-06266	318111607655	1071511403173	CHHOTTU ROY	
868	✓ 318-06267	318211607656	2014007195	SAHELI MONDAL	
869	✓ 318-06268	318111607657	1071511403186	SAGAR KARMAKAR	
870	✓ 318-06269	318111607658	1071511403180	SAYAN CHAKRABORTY	
871	✓ 318-06270	318111607659	1071512303410	MEHEBUB MANDAL	
872	✓ 318-06271	318111607660	1071511403316	NARAN SAHA	
873	✓ 318-06272	318111607661	1071512403409	SARFRAZ AHMED	
874	✓ 318-06273	318111607662	2014007209	SAMYAJIT PAUL	
875	✓ 318-06274	318111607663	1071511303059	SHOUVIK SADHUKHAN	
876	✓ 318-06275	318211607664	1071521403381	PRITHA PANJA	
877	✓ 318-06276	318211607665	1071521403312	PRIYANKA DAS	
878	✓ 318-06277	318111607666	1071511403076	LABJIT KARMAKAR	
879	✓ 318-06278	318111607667	2014007206	SUMIT ROY	
880	✓ 318-06279	318211607668	1071521403255	SUNETRA CHAKRABARTY	
881	✓ 318-06280	318211607669	1071521103236	ESHITA MONDAL	
882	✓ 318-06281	318111607670	1071511403346	SUBHAM CHOWDHURY	
883	✓ 318-06282	318211607671	1071521403263	SAHELI DAS	
884	✓ 318-06283	318211607672	1071521403252	NIKISHA BHATTACHARJEE	