REF: CMS/CP/SIETTKR-18/04406

To,

Adarsha D S

Greeting from CMS IT Services Pvt Ltd.

Sub: Provisional Offer Letter to join CMS IT Services Pvt Ltd., T&D Program.

<u>Congratulations</u>

This is with reference to the campus interview which you have attended at **SIET, Tumkur.**

It is our pleasure to inform you that, you have been selected for the post of Associate Technical Engineer trough "Campus Connect Program".

<u>About CMS IT Services Pvt Ltd.,</u>

CMS is a leading IT & outsourced business services provider with extensive reach across India. We offer a wide bouquet of services across the value chain, focusing on Retail Banks, Insurance, Telecom, Retail, PSU and Government segments. We serve over 700 large customers in India.

With several customers who are market leaders in their own space, the relationship has spanned across decades and multiple business lines. These customers are supported by 21,000+ team members, spread across over 100 offices across India.

Our offerings span application services, systems integration, IT infrastructure management, IT training businesses with market leadership in outsourced cash logistics, transaction printing, card personalization and self-service solutions businesses.

The website of the company is http://www.cmsitservices.com

Our Offering:

We are having openings with our company & client companies. Please find below the complete details of the Company & JD where CMS Institute is going to give OJT to students after the class room training

Company: CMS IT Services Pvt. Ltd.(CTS, Bank of America, LIC, RBS,IT), WIPRO, Real Image, KAIZEN IT SERVICES, GENPACT, PCS SOLUTIONS PVT.LTD, HCL , Precision Informatics etc

Designation: **Associate Trainee Engineer/Desktop Engineer/System Engineer /Customer Support executive/Network Associate.**

Job Description:

- ➢ Assisting office workers with their computers, desktop systems providing computer support services, both for software and hardware for an organization's employees
- ➢ Testing of computers and ensuring that computer systems are functioning properly. Physical setting up of computers and software system installation for various computer applications and programs
- ➢ Identifying and solving any problems that affect computer operating systems Discussing with individual staff members who work on the computers what the problems is in order to figure out how to help solve the problem
- ➢ Individual assessments of computer systems to identify the problem(s)
- ➢ Help in examination of network servers' equipment and Maintenance of networking systems Maintenance and upgrading of computer systems or offering recommendations on upgrades needed Networking and connecting
- ➢ Computers within the same organization to enhance communication
- ➢ Training staff and orienting them on how to use computer hardware and software systems
- ➢ Troubleshooting routine problems and maintenance of servers Responsible for ordering or buying of computer systems that are required or alternatively, working in close liaison with the purchasing and supplies department. This is after carefully assessing the computer needs in the organization carrying out other duties as you may be requested by management, maintaining other computer peripheral devices such as printers and solving printing problems if they arise. Coordination of computer maintenance with other Information Technology professionals such as Network Operations Staff Professional Competencies
- ➢ To work without supervision Good with communication skills
- ➢ Initiative Ability to multi task Good at problem solving
- ➢ Customer service Desktop Support Engineer Job Key Skills
- ➢ Ability to handle computer hardware and software well versed with different operating systems and antivirus systems Desktop Support Engineer.
- ➢ Giving test & voice based support to customers

Reporting to : Group Leader/Information Technology Manager/Service Head/Project Head etc.

Industry Type: ITES/IT-Hardware & Networking

Role   : Fresher

Functional Area: ITES /IT Software – Network Administration / Security and KPO's , Telecom etc.

Education   : B.Tech./B.E

Compensation: Rs.96000 -180000 Per Annum, for first year as stipend. Conveyance
                 Allowances would be paid apart from Stipend in the case of field job.

Work Location: Across INDIA

Your terms of joining shall be as follows.

1. Selected candidates must undergo a a paid training which has to be paid Rs.28,000/- (Including GST) by **draft/cheque** in favour of **CMS IT Services Pvt Ltd., payable at Bangalore**

2. After the Joining Formalities Company will arrange the class room training at Bangalore Campus

3. After the class room training, Placement head of CMS will send students for technical and HR review in different clients. Based on the performance students will be employed in CMS or CMS clients. So, students must learn the **technologies seriously**

4. CMS final exam attempt is mandatory to attempt technical and HR review. CMS exam clearance is mandatory to get CMS training certificate

5. If the candidate rejects the first Job offer without valid reason, he will not be provided any further chance

6.   It is mandatory to clear HR round and technical review for starting OJT with CMS clients

You are requested to submit bellow documents on or **11th April 2018 .**
> Copy of ID (Photo + Address – Govt. Approved)
> Copy of College ID
> Copy of certificates (SSLC, +2/Diploma, BE/B.Tech marks sheet till 7th Semester)
> Registration Amount Rs. 14,000/- (DD /Cheque Favour of CMS IT Services Pvt Ltd) and remaining at the time of Joining

Website: http://www.cmsitservices.com ,

<u>Training Details:</u>

Duration: 3 Months
<u>Contents</u>:

- ➢ Desktop Engineering
- ➢ CCNA with Network Fundamentals
- ➢ Administrating windows 8
- ➢ Over view of MS Server 2012
- ➢ Boot Camp

For CMS IT Services Pvt Ltd.,

Accept Job Conformation

By signing and dating this letter below, I_____ accept above mentioned terms and conditions and happy to associate with CMS IT Services.

Signature: _____ Date: _____

NOTE:

-----------End of the statement -----------