

Guidelines to complete Service Agreement

To download the Service Agreement, go to **ILP Corner → First Day at TCS → Joining Formalities → Download Service Agreement for `100 Stamp Paper/ `50 Stamp Paper.**

Print the service agreement as given in the joining annexure without any changes. **Do not delete or rearrange the clauses.** In case of non-applicability, leave the clauses blank and do not delete them (**Edited version of Service Agreement is not accepted**). In the last page of the service agreement, ensure that the **surety's signature** is adjacent to the statement "**As a token of his/her consent, he/she has signed this agreement as Surety** and **employee name and signature** is adjacent to the statement, "**Signed and Delivered by:**" (as shown in Page #6 of the Service Agreement). Please note that the Surety's Signature anywhere else in this page will not be accepted.

Only one Surety is required to complete the formalities in your Service Agreement. A Surety can be any person who is an income tax payee. The Service Agreement (enclosed) needs to be duly completed, bearing **the candidate's signature** and the **surety's signature at the bottom part of all the pages as well as the designated places on the last page.**

- Please **type** the first page of the Service Agreement on a **`100** stamp paper and attach the same to the remaining pages of the service agreement as given.
- **If `100 stamp paper is not available**, use two **`50** stamp papers. **Type** the first two pages of the Service Agreement on a **`50** stamp paper and attach the same to the remaining pages of the service agreement as given.
- The stamp paper should be purchased in your name.
- In case the Stamp Paper of the above mentioned denominations are not available,
 - Franking the service agreement on a non-judicial stamp is allowed.
 - E-Stamping of the Service Agreement is allowed if it is available for non-judicial stamp.

At the beginning of your agreement, the date should be mentioned as your date of joining TCSL. In the second page, duration of your training as mentioned is **Twelve Months** and minimum period of service should be mentioned as **One year.**

The instructions to complete the Service Agreement are below. Please refer to the **key in [Annexure 1](#)** to guide you on how to **fill in the blanks** in the Service Agreement.

You are required to produce the following documents of Surety's as an annexure to the Service Agreement.
Only attested copies will be accepted.

Service Agreement Supporting Documents

A photocopy of the surety's pan card along with the latest **IT Return/Saral /Form 2D/ Form 16/ Form 12B**.

We will accept only the current or previous year's documents. **For e.g.:** If you are joining in June 2017, latest IT Return refers to IT Return for the Assessment Year 2016-2017 (previous assessment year) or 2017 -2018 (current assessment year). Surety Verification form (enclosed) must be completed by your Surety, attested by a competent authority, and submitted along with your Service Agreement. You may get the completed form attested by any one of the following officials:

1. Manager of a nationalized bank where the Surety holds an account.
2. District collector of the district in which the Surety resides.
3. Gazette Officer.
4. Tehsildar of the village in which the Surety resides.
5. Employer of the Surety, if the Surety is an income tax payee. In this case, attach a photocopy of Form 16, which has been issued to the Surety and signed by the Employer Alternatively, (instead of the Surety Verification Form) you may attach an attested photocopy of the Surety's valid passport, to the Service Agreement.

Note: Ensure that the signatures of the Surety affixed on the Service Agreement, Surety Verification form, Passport and other supporting documents (IT return/PAN card) match. The submission of these documents and your fulfillments of all requirements stated therein are absolute pre-requisites on joining TCSL, as well as to continued services in the company thereafter.

Annexure 1: Key

- (1) Date of Joining (*in words)
- (2) Month of joining
- (3) Year of Joining (*in words)

- (4) Complete name of the employee
- (5) Complete name of father/husband (if married)
- (6) Age of employee (in years)
- (7) Occupation of employee (if Applicable)
- (8) Nationality (attach proof of residency – ID proof, passport copy, and so on)
- (9) Name of the city\town\village residing at
- (10) Complete Permanent Address
- (11) Name of the employee
- (12) Complete name of the surety
- (13) to (19) Name of the employee
- (20) Name of the employee (if applicable)
- (21) to (28) Name of the employee
- (29) Present/ permanent address of employee
- (30) Name of the surety
- (31) Present/ permanent address of surety
- (32) Name of the employee
- (33) Signature of surety
- (34) Date of Joining
- (35) Name and signature of employee